



WiSACWIS Data Dictionary User's Manual

September 30, 2004

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I. Purpose

The WiSACWIS Data Dictionary was built using MS Access. The data in the Data Dictionary is stored in a combination of Access tables and linked Oracle tables. The purpose of the Data Dictionary is twofold. It provides a place to view and maintain the metadata related to the WiSACWIS database. It also provides a tool to assist in analysis and research for developing queries that will provide the necessary WiSACWIS data for ad hoc reports.

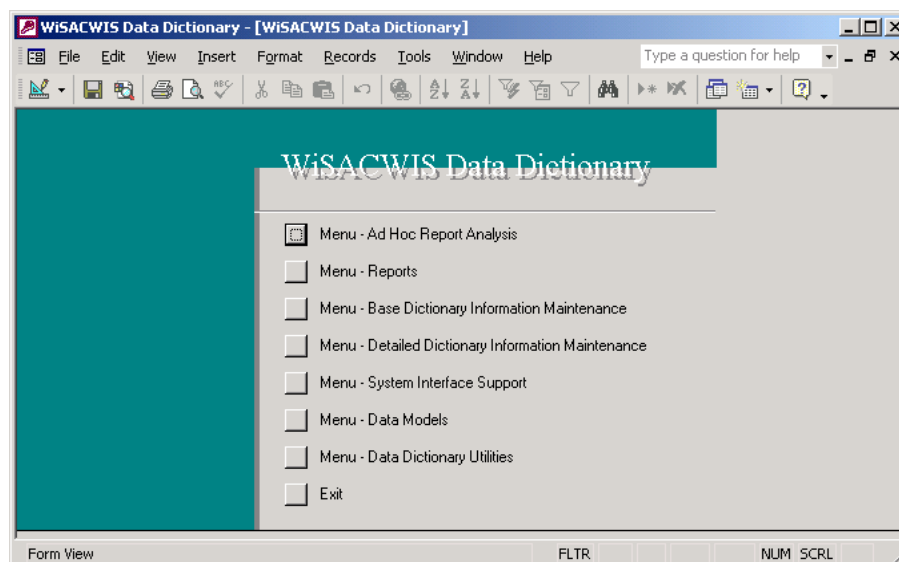
This document is user documentation for the WiSACWIS Data Dictionary application. It describes the available menus, windows, and functions. The current location of the Master WiSACWIS Data Dictionary is L:\SACWIS\Database\Data Model\wdatadi.mdb. The MS Access data and application are both contained on this one file. Additional data is stored in linked Oracle tables residing in the Gray development database. The wdatadi.mdb file contains links to these tables. A valid login and password for the Gray database is necessary to use most of the features of the Data Dictionary. However, the Data Dictionary contains a process to create a transportable version of the Dictionary that is not dependent on being on the DHFS network and having access to the Oracle environment. A transportable version of the Dictionary is standalone and can be accessed without special access or privileges. The data, however, is only current as of the date in the file name of the transportable Dictionary. Some windows and functions described in this User's Manual are not available or operate differently in the transportable Dictionary. These differences will be noted in this Manual.

The Data Dictionary application has the ability to display eWiSACWIS screenshots and data models. These pictures are stored as .JPG files in the L:\SACWIS\Database\Data Model\Screenshots folder. When using the transportable Dictionary, these .JPG files need to be in the same folder as the transportable Dictionary .MDB file (Access database file).

II. Menus

A. Main Menu

The WiSACWIS Data Dictionary contains has nine menus – a main menu, six primary menus, and two secondary menus. The *Main Menu* provides access to the primary menus.



The buttons on the *Main Menu* provide access to the following menus and windows.

- *Menu - Ad Hoc Report Analysis* brings up the menu for assisting ad hoc report developers in finding the WiSACWIS table columns needed for fulfilling an ad hoc report request. Table relationship information is also readily available to facilitate query development.
- *Menu - Reports* provides a list of available Data Dictionary reports for viewing the contents of the Dictionary.
- *Menu - Base Dictionary Information Maintenance* brings up the menu for viewing and maintaining the base Data Dictionary information that resides in Oracle. This includes table, topic, and data element information.
- *Menu - Detailed Dictionary Information Maintenance* brings up the menu for viewing and maintaining detailed Dictionary information. This includes information relating WiSACWIS topics and tables, detailed table element information, table relationship information, and WiSACWIS window information.
- *Menu - System Interface Support* brings up the menu for viewing and maintaining information about the contents of the WiSACWIS/County System interface facility.
- *Menu - Data Models* displays a window that graphically depicts the relationship between the Oracle and MS Access tables that make up the Data Dictionary as well as pictures of the Entity-Relationship Diagrams for many of the WiSACWIS tables.
- *Menu - Data Dictionary Utilities* contains various utility functions useful for maintaining the information in the WiSACWIS Data Dictionary. This menu is not available in the transportable Dictionary.
- *Exit* closes the WiSACWIS Data Dictionary.

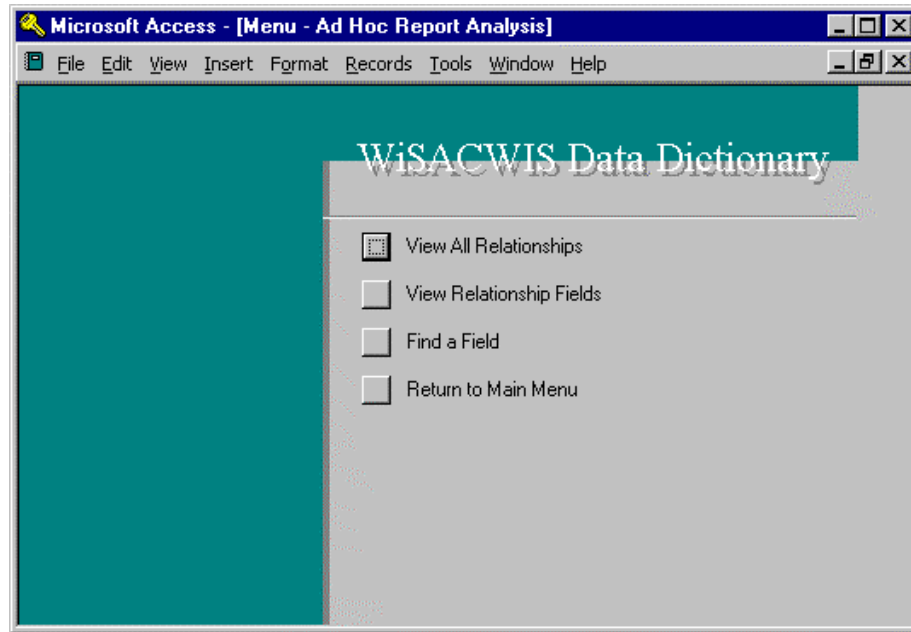
1. Related Window – Oracle8 ODBC Driver Connect

The *Oracle8 ODBC Driver Connect* window connects the Data Dictionary user with the Oracle tables that make up a portion of the Dictionary. A valid login for the “RED” Oracle database environment is required to access some of the windows and functions of the Data Dictionary. This window will appear the first time the user accesses one of the windows, reports, or functions that requires access to the Oracle tables. As long as the Data Dictionary remains opened, this login will not be required again. The user enters the valid password and clicks the <OK> button to proceed. This login will not appear and is unnecessary when using the transportable Dictionary.



B. Ad Hoc Report Analysis Menu

The windows and functions grouped under this menu are intended to assist ad hoc report developers in analyzing the necessary data for fulfilling ad hoc report requests.

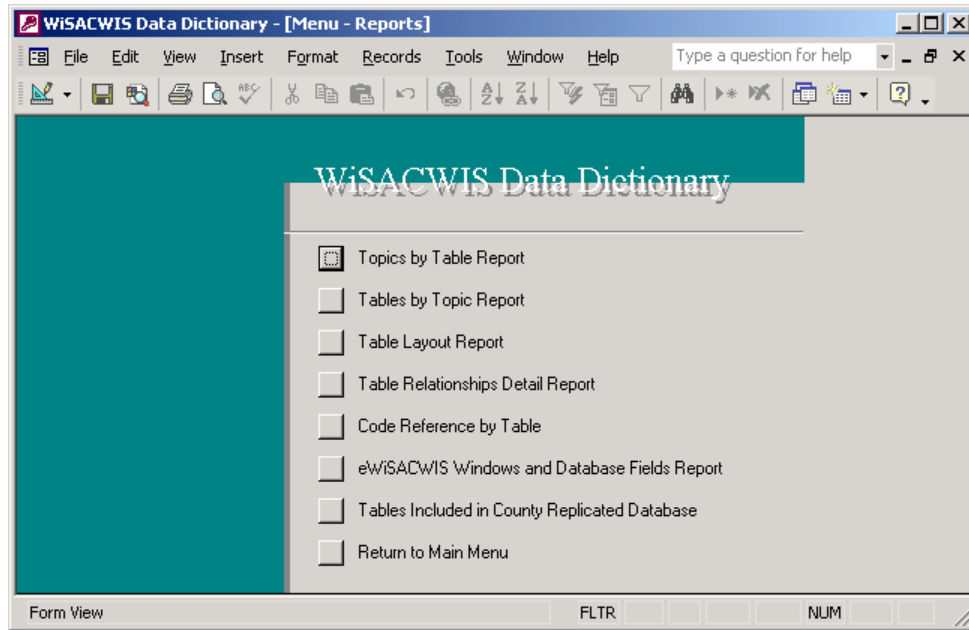


The functions and windows available on the *Ad Hoc Report Analysis Menu* are:

- *View All Relationships* lists all WiSACWIS table to table relationships.
- *View Relationship Fields* displays details of the fields used to join two related WiSACWIS tables.
- *Find a Field* provides the ad hoc report developer with a search tool that searches the Data Dictionary for WiSACWIS fields that satisfy user-specified criteria.
- *Return to Main Menu* returns the user to the main menu.

C. Reports Menu

The *Reports Menu* provides preview and print access to Data Dictionary reports. Additional reports may be added in the future in order to meet additional Data Dictionary needs.

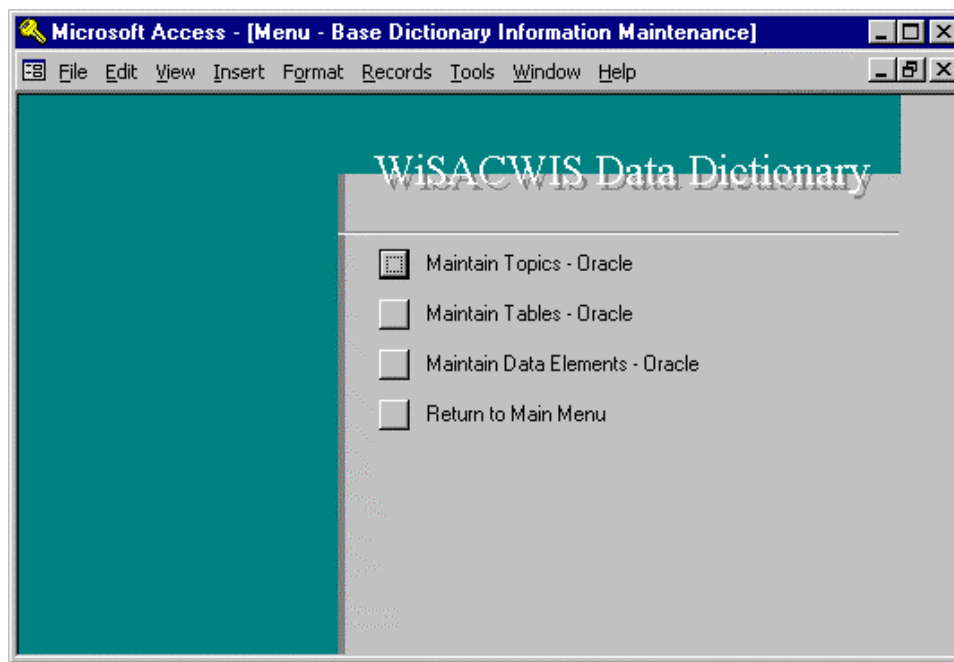


The reports and functions available on the *Reports Menu* are:

- *Topics by Table Report* lists information about which WiSACWIS topics access each WiSACWIS table and for what purpose.
- *Tables by Topic Report* lists information about which WiSACWIS tables are accessed by each Topic.
- *Table Layout Report* provides table and field information in a format matching each tables physical organization. This report is available for a selected table or for all tables.
- *Table Relationships Detail Report* lists detailed information about each logical table to table relationship in WiSACWIS.
- *Code Reference by Table* lists the valid code values and their meanings for coded fields in a selected WiSACWIS table or for all tables.
- *eWiSACWIS Windows and Database Fields Report* provides detailed information about the WiSACWIS database table and fields contained on each window in the eWiSACWIS system.
- *Tables Included in County Replicated Database* lists the WiSACWIS tables that are contained on each county's WiSACWIS Replicated Database residing in the county environment.
- *Return to Main Menu* returns the user to the main menu.

D. Base Dictionary Information Maintenance Menu

The *Base Dictionary Information Maintenance Menu* provides windows for viewing and maintaining base Data Dictionary information.

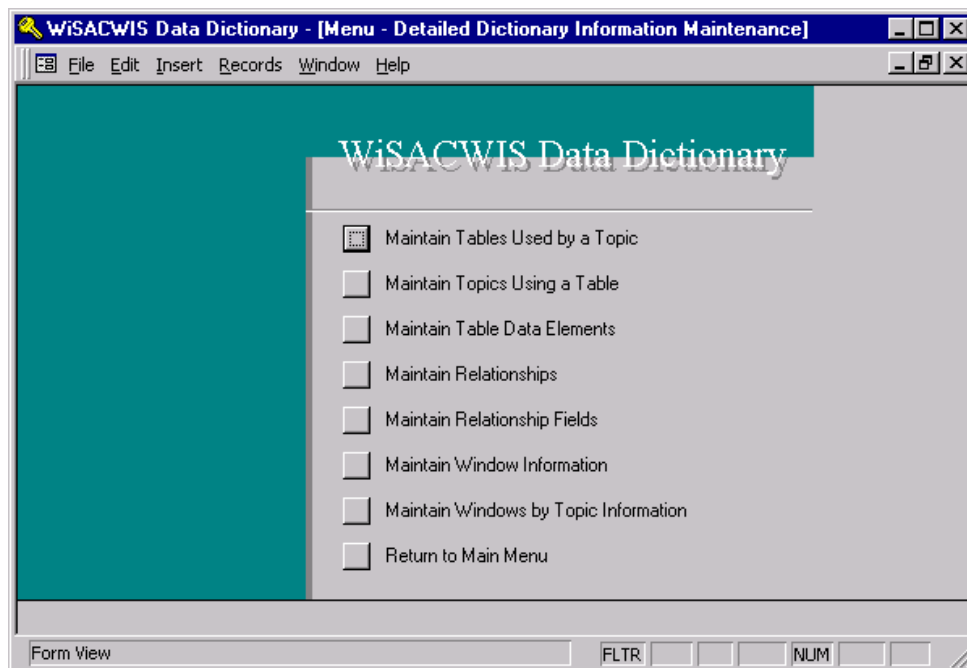


The windows and functions available on the *Base Dictionary Information Maintenance Menu* are:

- *Maintain Topics - Oracle* provides a window to display and maintain base WiSACWIS topic information stored in the linked Oracle table.
- *Maintain Tables - Oracle* provides a window to display and maintain base WiSACWIS table information stored in the linked Oracle table.
- *Maintain Data Elements - Oracle* provides a window to display and maintain base WiSACWIS data element information stored in the linked Oracle table. The data element information maintained on this window is without regard to which WiSACWIS table the data element actually appears in. The *Detailed Dictionary Information Maintenance Menu* provides a window to view and maintain data element information specifically related to its inclusion in a particular WiSACWIS table.
- *Return to Main Menu* returns the user to the main menu.

E. Detailed Dictionary Information Maintenance Menu

The *Detailed Dictionary Information Maintenance Menu* provides windows for viewing and maintaining detailed Data Dictionary information.

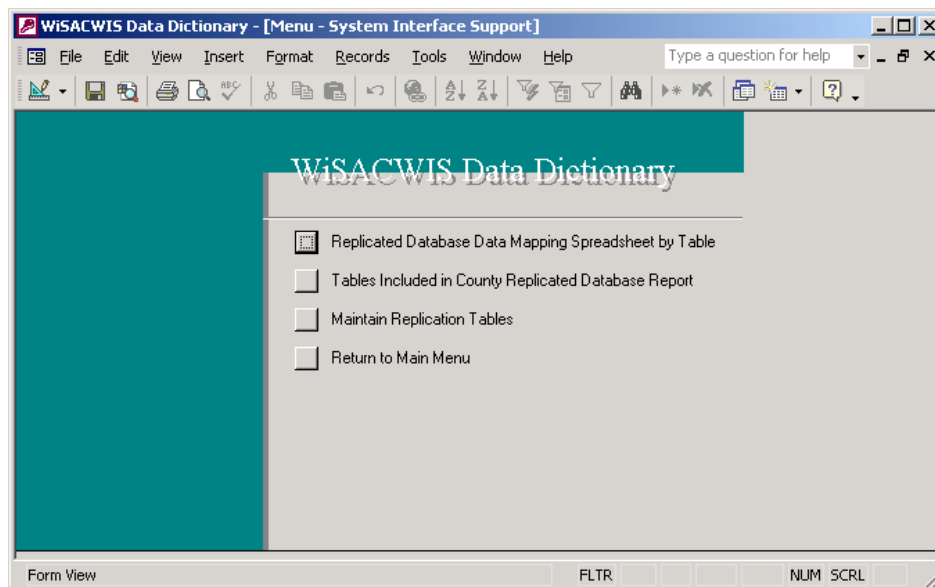


The windows and functions available on the *Detailed Dictionary Information Maintenance Menu* are:

- *Maintain Tables Used by a Topic* provides a window to view and associate WiSACWIS tables used by each topic. Detailed information about this association includes the table's purpose within the topic and the type of access within the topic for each table. The type of access describes if information on the table is created, read, updated, and/or deleted by processes within the topic.
- *Maintain Topics Using a Table* provides an alternative means of viewing and maintaining the same information maintained by the *Maintain Tables Used by a Topic* window.
- *Maintain Table Data Elements* provides a window to display and maintain detailed WiSACWIS data element information as it relates to its inclusion in a particular WiSACWIS table. Base data element information is also displayed on this window in order to give the user a complete picture.
- *Maintain Relationships* provides a window to display and maintain WiSACWIS table to table logical relationship information.
- *Maintain Relationship Fields* provides a window to display and maintain detailed WiSACWIS table to table relationship information that specifies the table fields used to relate the two tables.
- *Maintain Window Information* provides a window to display and maintain information about the eWiSACWIS application windows. This window also provides the ability to open a screenshot picture of the eWiSACWIS window.
- *Maintain Windows by Topic Information* provides the ability to view and maintain the windows related to each WiSACWIS topic and additional detailed information about eWiSACWIS windows.
- *Return to Main Menu* returns the user to the main menu.

F. System Interface Support Menu

The *System Interface Support Menu* provides windows for viewing and maintaining detailed Data Dictionary information regarding interfaces between WiSACWIS and County Systems.

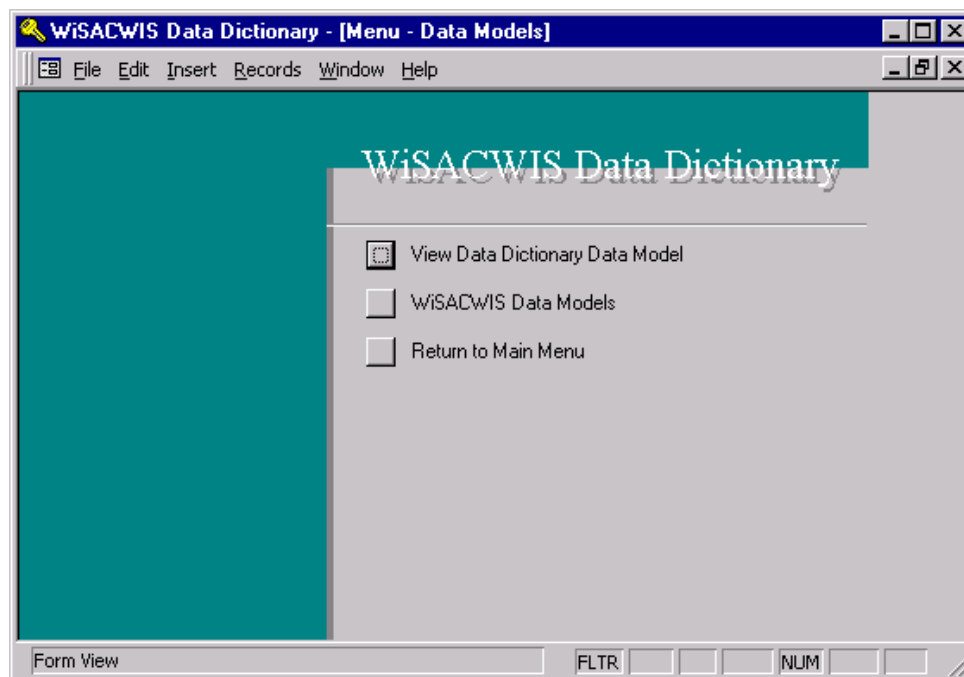


The windows and functions available on the *WiSACWIS/County System Interface Support Menu* are:

- *Replicated Database Data Mapping Spreadsheet by Table* provides the ability to select, create, and format an Excel spreadsheet that can be used as a tool for mapping county data to the data fields on each table in the WiSACWIS Replicated Database.
- *Tables Included in County Replicated Database* lists the WiSACWIS tables that are contained on each county's WiSACWIS Replicated Database residing in the county environment. This report is also available from the Reports Menu.
- *Maintain Replication Tables* provides a window to view and document the tables contained on the WiSACWIS Replicated Database.
- *Return to Main Menu* returns the user to the main menu.

G. Data Models Menu

The *Data Models Menu* provides the ability to view the data model for the WiSACWIS Data Dictionary as well as data models for the data subject areas that are included in the WiSACWIS/County System Interfaces.

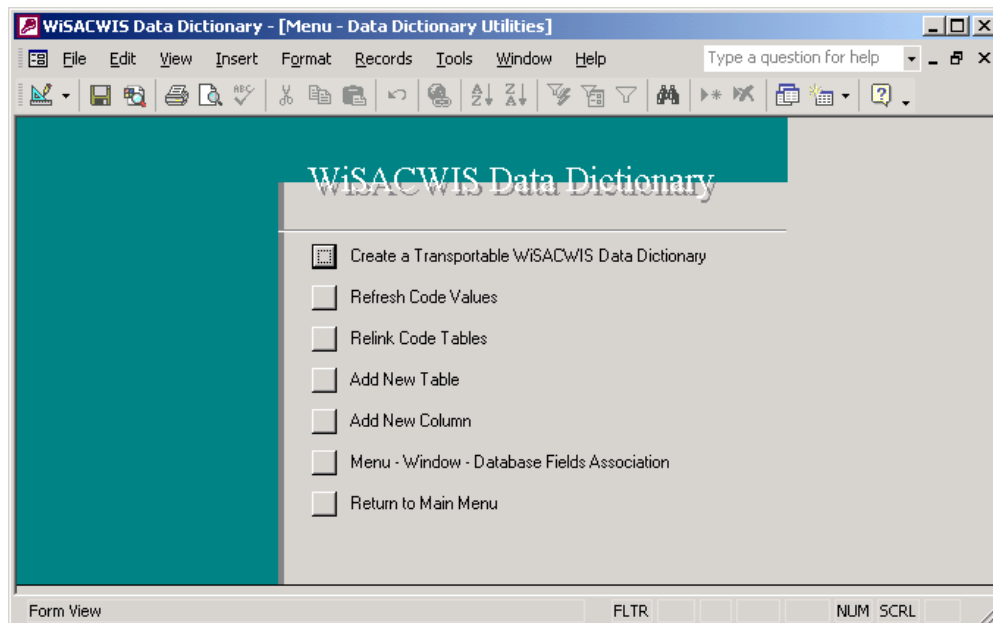


The windows and functions available on the *Data Models Menu* are:

- *View Dictionary Table Relationships* displays a window that graphically depicts the relationship between the Oracle and MS Access tables that make up the Data Dictionary. The Oracle tables are imported as Access tables in the transportable Dictionary.
- *WiSACWIS Data Models* lists the data models available in the Data Dictionary. This menu item also provides information on which tables are contained in each data model as well as the data models each table is depicted in.
- *Return to Main Menu* returns the user to the main menu.

H. Data Dictionary Utilities Menu

The *Data Dictionary Utilities Menu* provides a number of functions and processes for maintaining, refreshing, and distributing the Data Dictionary. This menu is not available in the transportable Dictionary.

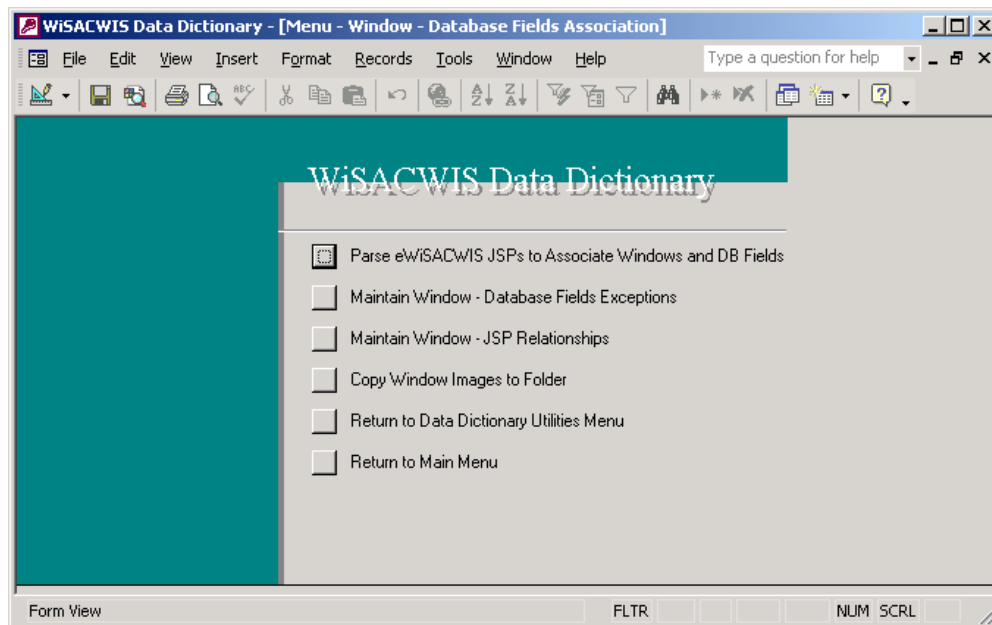


The functions, processes, windows, and menus available on the *Data Dictionary Utilities Menu* are:

- *Create a Transportable WiSACWIS Data Dictionary* copies the Master Dictionary file and modifies it so that the new Dictionary file can be distributed and used as a standalone Dictionary.
- *Refresh Code Values* accesses specified WiSACWIS code tables and refreshes the code values that are stored redundantly in the Data Dictionary. These code values are available for display on Dictionary windows and reports.
- *Relink Code Tables* provides the ability to change the WiSACWIS Oracle instance used in refreshing the Data Dictionary code values.
- *Add New Table* is used to document a new WiSACWIS table in the Dictionary by parsing the Create Table SQL and creating the base data in the Dictionary. The base data created includes information about the new table and the fields contained on the table. Additional information (e.g. definitions, relationships) needs to be added manually to fully document a new table in the Dictionary.
- *Add New Column* is used to document a new WiSACWIS field that has been added to an existing WiSACWIS table. This window parses the Alter Table SQL and creates the base data in the Dictionary. Additional information (e.g. definitions, code values) needs to be added manually to fully document a new field in the Dictionary.
- *Menu – Window – Database Fields Association* contains functions for maintaining the association of WiSACWIS database fields to the eWiSACWIS application windows that the fields appear on.
- *Return to Main Menu* returns the user to the main menu.

I. Window – Database Fields Association Menu

The *Window – Database Fields Association Menu* provides the functions and windows for maintaining the association between WiSACWIS database fields and eWiSACWIS application windows. This information shows what fields are displayed on each eWiSACWIS window. This menu is not available in the transportable Dictionary.



The functions and windows available on the *Window – Database Fields Association Menu* are:

- *Parse eWiSACWIS JSPs to Associate Windows and DB Fields* provides a facility that populates the WiSACWIS database field to eWiSACWIS window association information in the Data Dictionary. This is done by parsing eWiSACWIS Java Server Pages (JSP) code looking for references to database fields.
- *Maintain Window – Database Fields Exceptions* is used to maintain additional fields to windows associations that the parse routine above cannot capture. Many of the eWiSACWIS windows contain formatted fields that consist of 2 or more database fields. For example, address information contains eight fields that is formatted for display purposes on several eWiSACWIS windows. In these situations, the JSP code references the formatted result rather than the individual database fields. The individual database fields are documented in the Exceptions table so that this detail is available whenever the parse routine is run.
- *Maintain Window – JSP Relationships* opens a query that details the JSP that is parsed for each eWiSACWIS window. Additional details such as tab ID and header ID for tabbed windows is also available on this query.
- *Copy Window Images to Folder* is a function that simplifies the accumulation of the eWiSACWIS window screenshot images into one folder.
- *Return to Data Dictionary Utilities Menu* returns the user to the Data Dictionary Utilities menu.
- *Return to Main Menu* returns the user to the main menu.

III. Ad Hoc Report Analysis Menu Windows

This section shows and describes the windows that are directly and indirectly accessible from the *Ad Hoc Report Analysis Menu*. Indirectly accessible windows are listed as *Related Windows*.

A. View All Relationships Window

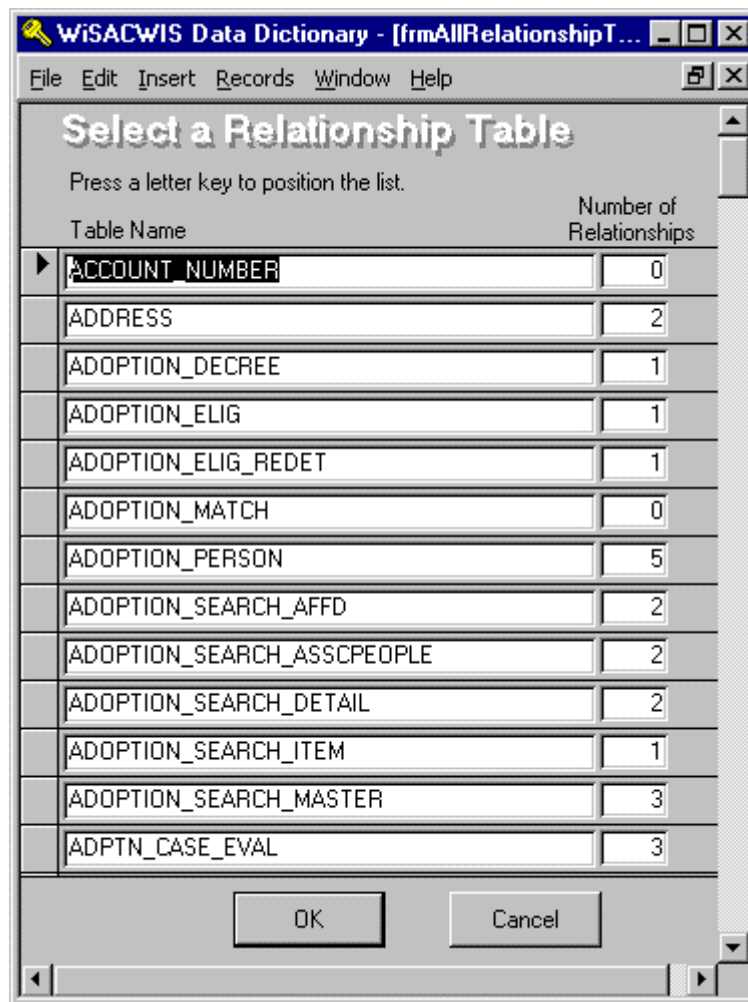
The *View All Relationships* window shows all table to table relationships for a particular table. All relationships are displayed for the selected table, regardless of which side of the relationship the selected table is on. This window is inquiry only. Table to table relationships are maintained on the *VI.D. Maintain Relationships* window.

Table Name	Relationship	Related Table Name
ADDRESS	1-M	CASE
CASE	0-M	ADPTN_CASE_EVAL
CASE	0-M	ADPTN_CASE_PLAN
CASE	0-M	ASSESSMENT
CASE	0-M	ASSET
CASE	1-M	ASSIGNMENT
CASE	0-M	CAN_TEXT_EVENT
CASE	0-M	CASE_CLOSURE
CASE	0-M	CASE_EVAL
CASE	0-M	CASE_OTHR_CNTCT

Field/Button	Description	Notes
Table	Name of the selected table	A different table can be selected by clicking on the <Select Table> button.
Relationships - Table Name	Name of the parent table in the relationship	The selected table may appear on either side of the relationship.
- Relationship	The cardinality of the relationship	Valid values include 0-1, 1-1, 0-M, and 1-M.
- Related Table	Name of the related table in the relationship	
<Select Table> button	Opens the <i>Select Relationship Table</i> window	Allows selection of a different table whose relationships the user wants to view.
<View Details> button	Opens the <i>View Relationship Fields</i> window	Shows table fields used to join the two tables. Double-clicking a Relationship row is analogous to selecting a Relationship and clicking the <View Details> button.

1. Related Window - Select a Relationship Table

The *Select a Relationship Table* window allows the selection of a table whose table to table relationships the user wants to view.



Field/Button	Description	Notes
Table Name	Name of table to select	
Number of Relationships	The number of table to table relationships that the table participates in	
<OK> button	Closes the window and re-displays the <i>View All Relationships</i> window for the selected Table Name	Double-clicking a Table Name row is analogous to selecting that Table Name and clicking the <OK> button.
<Cancel> button	Closes the window without selecting a new Table Name	
<any letter key>	Positions the list to the first Table Name that starts with the letter key pressed	A beep will sound if a key is pressed that does not correspond to a Table Name on the list.

2. Related Window - View Relationship Fields

The *View Relationship Fields* window displays the details of the selected table to table relationship. See the *III.B. View Relationship Fields Window* section for a detailed description of this window.

B. View Relationship Fields Window

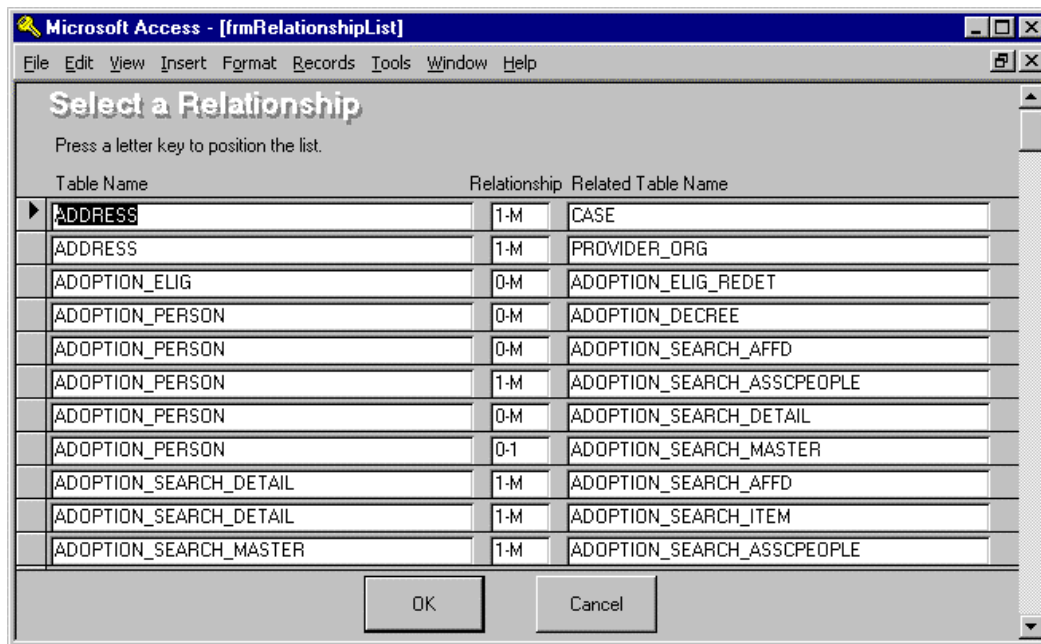
The *View Relationship Fields* window displays the details of the selected table to table relationship. The details include the table fields used to join the tables as well as any required condition string that further defines how the tables are related.

Field/Button	Description	Notes
Relationship	The table name, cardinality, and related table name for the selected relationship	A different relationship can be selected by clicking on the <Select a Relationship> button.

Field/Button	Description	Notes
Relationship Fields - Order	The sequential order of the fields within the relationship	
- Field name	Name of a field on the parent table that establishes part or all of the relationship	
- Related Field Name	Name of a field on the related table whose value must be equal to the value in Field Name for two records to be related in the two tables	
- Condition String	Additional SQL WHERE condition necessary for defining the table to table relationship	If the condition string is long, double-clicking in this field opens the <i>View Condition String</i> pop-up window.
<Select a Relationship> button	Opens the <i>Select a Relationship</i> window	Alternatively, the record navigation buttons at the bottom of the window can be used to scroll through all of the relationships.

1. Related Window - Select a Relationship

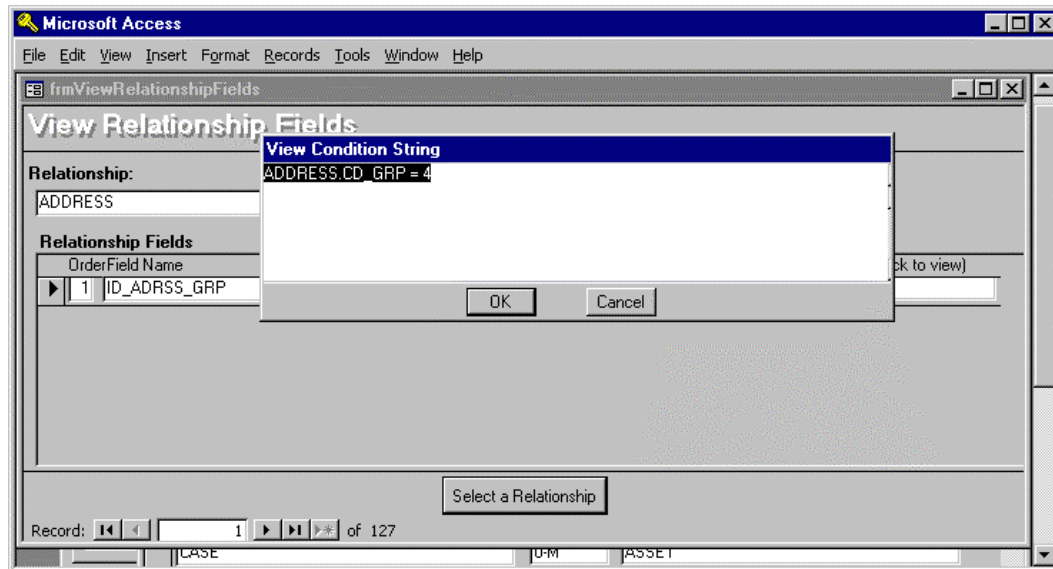
The *Select a Relationship* window allows the Data Dictionary user to select a new table to table relationship in order to view that relationships field-level detail on the *View Relationship Fields* window.



Field/Button	Description	Notes
Table Name	The name of the parent table in the relationship	
Relationship	The cardinality of the relationship	
Related Table Name	The name of the related table in the relationship	
<OK> button	Closes the window and re-displays the <i>View Relationship Fields</i> window for the selected relationship	Double-clicking a relationship row is analogous to selecting that relationship and clicking the <OK> button.
<Cancel> button	Closes the window without selecting a new relationship	
<any letter key>	Positions the list to the first parent table name that starts with the letter key pressed	A beep will sound if a key is pressed that does not correspond to a parent table name on the list.

2. Related Window - View Condition String

The *View Condition String* pop-up window provides a larger text area for viewing long condition strings.



Field/Button	Description	Notes
View Condition String	Additional SQL WHERE clause condition necessary for defining the table to table relationship	
<OK> button	Closes the window	
<Cancel> button	Closes the window	

C. Find a Field Window

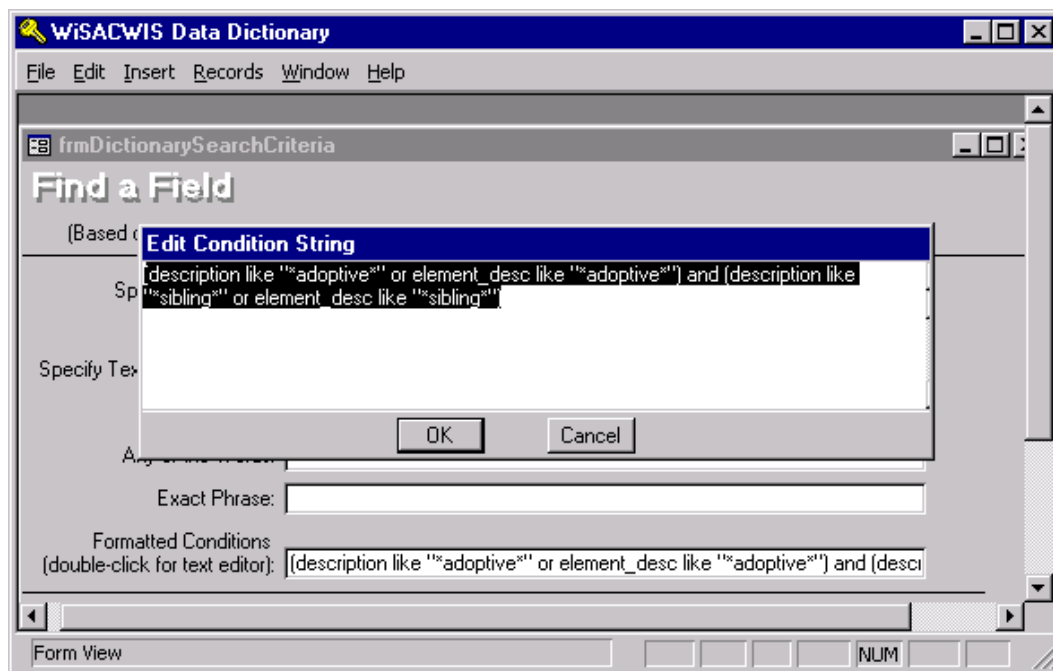
The *Find a Field* window provides the ad hoc report developer with a Data Dictionary search function for investigating WiSACWIS tables and fields that may be candidates for an ad hoc report query. The basic search facility references field data type, general description, and table-specific description. The description fields can easily be searched for all the words, any of the words, or an exact phrase. If a more complicated search is desired, the ad hoc report developer can format his/her own search condition.

Field/Button	Description	Notes
Specify Data Type	Data type of the field that the user is trying to find	Values include Any Data Type, Numeric Data, Text Data, Date Data, and BLOB Data.
Specify Text to Search for - All the Words	Any number of words separated by a space that either of the field descriptions (general and table-specific) must contain. A WiSACWIS field is selected only if its descriptions contain All the Words.	Only one of the Specify Text to Search for fields may be filled in on the window.
- Any of the Words	Any number of words separated by a space that either of the field descriptions may contain. A WiSACWIS field is selected if its descriptions contain Any of the Words.	
- Exact Phrase	An exact phrase that either of the field descriptions must contain. A WiSACWIS field is selected only if its descriptions contain the Exact Phrase.	The exact phrase should not be formatted with quote marks.

Field/Button	Description	Notes
- Formatted Conditions	One or more conditions formatted in MS Access SQL WHERE clause format that a field must meet. A WiSACWIS field is selected only if the formatted condition is met.	Pressing the <Formatted Condition Help> button provides the user with basic guidance in properly formatting the condition(s). Double-clicking in this field opens the <i>Edit Condition String</i> window to facilitate the entry of a long condition string.
<Search> button	Executes the Data Dictionary search query and opens the <i>Fields Satisfying Search Criteria</i> window displaying the query results	
<Clear Criteria> button	Clears all of the search criteria fields on the window	
<Cancel> button	Closes the window	
<Formatted Condition Help> button	Displays the <i>Formatted Conditions Search Help</i> window	

1. Related Window – Edit Condition String

The *Edit Condition String* pop-up window provides a larger text area for entering long condition strings.

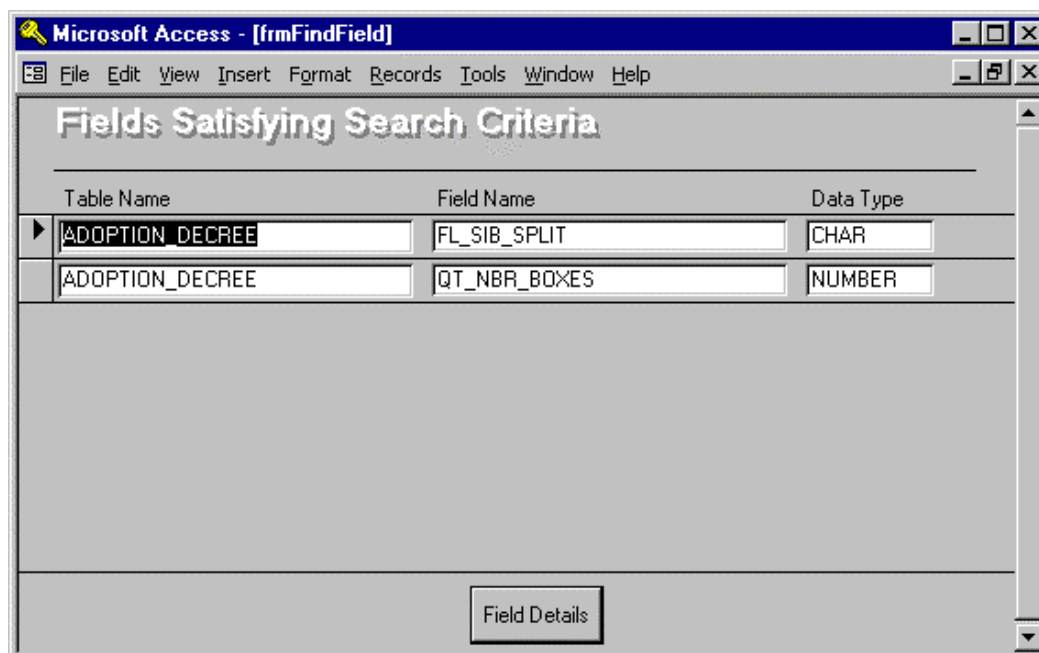


Field/Button	Description	Notes
Edit Condition String	A condition string formatted as a SQL WHERE clause for finding candidate fields for an ad hoc query	

Field/Button	Description	Notes
<OK> button	Closes the window and returns the condition string to the <i>Find a Field</i> window	
<Cancel> button	Closes the window	

2. Related Window - Fields Satisfying Search Criteria

The *Fields Satisfying Search Criteria* window displays the results of the query specified by the user on the *Find a Field* window. This window allows the user to do further analysis by drilling down into the details of each WiSACWIS field satisfying the criteria.



Field/Button	Description	Notes
Table Name	The name of the table that contains the field satisfying the search criteria	
Field Name	The name of the field satisfying the search criteria	
Data Type	The data type of the field satisfying the search criteria	
<Field Details> button	Opens the <i>Table Elements Detail</i> window for the selected table/field	Double-clicking a table/field row is analogous to selecting that table/field and clicking the <Field Details> button.

3. Related Window - Table Element Details

The *Table Element Details* window provides the ad hoc report developer with additional detail concerning the data field found using the Data Dictionary search facility. See the *VI.C.2. Related Window – Maintain Table Element Details* for a detailed description of this window.

WiSACWIS Data Dictionary - [frmELEMENTFieldDetail]

File Edit Insert Records Window Help

Table Element Details

Table Name: Used in WiSACWIS: Table: Field: ☒

Element Name:

Logical Order: **Note - Only fields with Bold Headings are editable.**

General Element Description:

Table-Specific Description:

Primary Key: ☐ Required: ☒

PK Position:

Data Type:

Length:

Precision:

Scale:

Reference Table: **View Code Values**

Ref Group Field:

Ref Group Value:

Ref Code Value Field:

Ref Code Desc Field:

Ref Code Status Field:

Ref Type Field:

Ref Type Value:

Ref Type Desc Field:

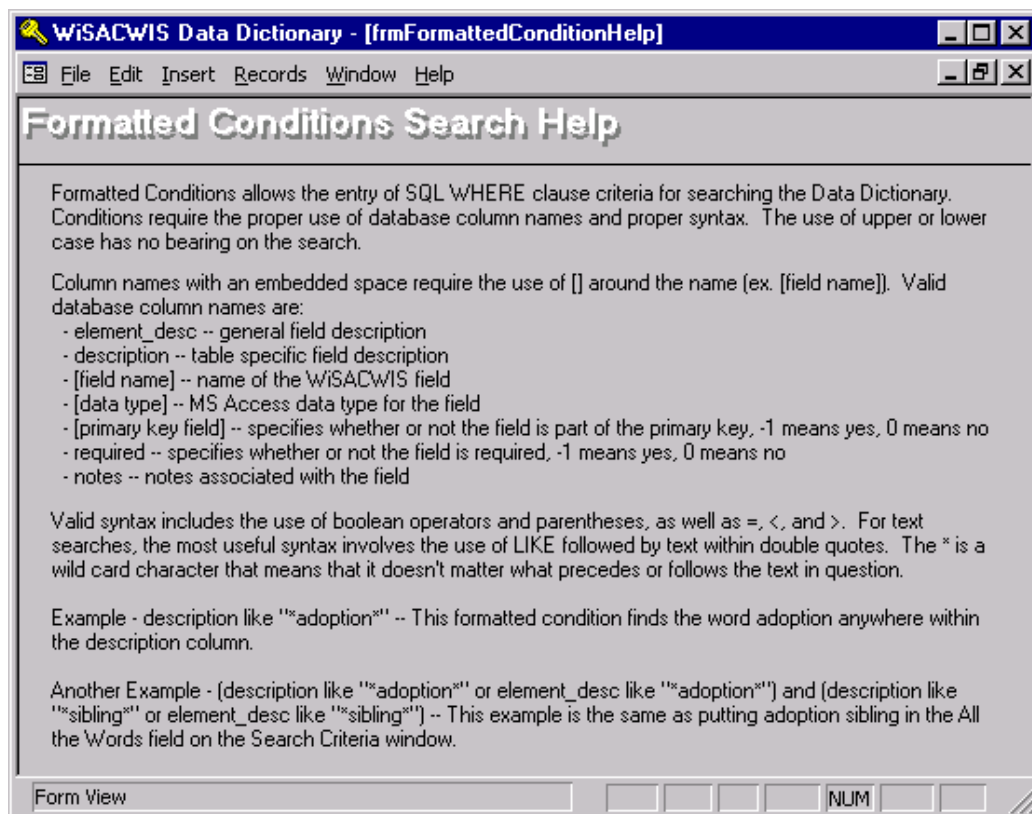
Notes:

Record: of 38 (Filtered)

Form View

4. Related Window - Formatted Conditions Search Help

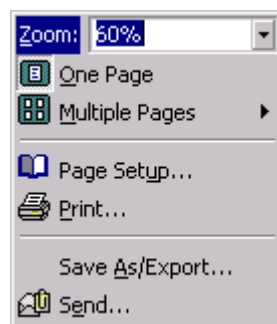
The *Formatted Conditions Search Help* window provides the user with basic Help information about how to construct a formatted search condition on the *Find a Field* window.



IV. Reports Menu Reports

This section shows and describes the reports that are available from the *Reports Menu*. Selection list windows that support these reports are listed as *Related Windows*.

All reports are initially displayed in preview mode. In this mode the scroll bars on the preview window can be used to move around on the displayed page of the report. The page navigation buttons at the bottom of the preview window are used to move sequentially (forward or backward) through the pages of the report, or to position the report on the first, last, or a user-entered page. Positioning the mouse pointer on the preview window title bar and clicking the right mouse button brings up the following pop-up menu. This menu can be used to size the report within the preview window, change the page setup, print the report, export the report to an .RTF file or some other format, or to send an exported version of the report to an e-mail recipient.



A. Topics by Table Report

The *Topics by Table Report* shows, for each WiSACWIS table, the WiSACWIS topics accessing the table and for what purpose (i.e. for the purpose of creating, reading, updating, and/or deleting information from the table). The report also includes the table definition.

WiSACWIS Data Dictionary - [rptTopicsbyTable]

File Window Help

Topics by Table Report

22-Feb-01

ACCOUNT_NUMBER

The ACCOUNT_NUMBER table maintains detailed information about the account numbers that are used to link each payment to a funding source in the State's accounting system. For each set of account numbers, the table stores the reporting category, effective dates, and federal split information. Processes of FM01 (Process Payments) maintain and update this information.

Associated Topics	Create	Read	Update	Delete
FM01 Process Payments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ADDRESS

This table maintains all ADDRESS information pertaining to a PERSON except Inside Report (Report and Referral). Address details consist of home, business and any other address that is identified as required for WiSACWIS processing. Processes of CM01 (Manage Person) build and maintain this information.

Associated Topics	Create	Read	Update	Delete
CM01 Person Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CM10 Search	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FM03 Eligibility	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FM07 Trust Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FM02A Home Provider	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FM02B Private Provider	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FM04A Licensing Home Provider	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FM07 Home Inquiry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FM08 Address Maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SM01A PS Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SM01B Service Inquiry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SM04A Maintain Case	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SM04B Case Outline	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SM04A Assessment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SM08 Document Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SM10A Out of Home Placement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SM10B Adoption Referral	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SM13B Assist and Employment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Page: 1

Ready

Field	Description	Notes
Table Name	The name that uniquely identifies a WiSACWIS table	
Table Description	A good explanation of the data content and function of this table within WiSACWIS	
Associated Topic ID	The unique identifier of a topic associated with the WiSACWIS table	
Topic Description	A brief phrase describing the functionality and features within the topic	
Create	A checkmark signifies that at least one row of the table may be created by the topic's functionality	

Field	Description	Notes
Read	A checkmark signifies that at least one row of the table may be read by the topic's functionality	
Update	A checkmark signifies that at least one row of the table may be updated by the topic's functionality	
Delete	A checkmark signifies that at least one row of the table may be deleted by the topic's functionality	.

B. Tables by Topic Report

The *Tables by Topic Report* shows, for each WiSACWIS topic, the WiSACWIS topics accessing the table and for what purpose (i.e. for the purpose of creating, reading, updating, and/or deleting information from the table). The report also includes the table definition.

Tables by Topic Report		22-Feb-01			
PM02A Home Provider					
Associated Tables		Create	Read	Update	Delete
ADDRESS	This table maintains all ADDRESS information pertaining to a PERSON except Inside Report (Report and Referral). Address detail consists of home, business and any other address that is identified as required for WiSACWIS processing. Processes of CM01 (Manage Person) build and maintain this information.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BED_RESERVATION	The BED_RESERVATION table stores all bed reservations initiated by a placement request for a specific provider organization.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EPISODE	The EPISODE table maintains information pertaining to the occurrence of the delivery of one or more out-of-home SERVICES into home, PROVIDER, and one or more CASE PARTICIPANTS. Placement out of home and removal from home are other types of Episodes stored in this table. Processes of SM10a (Out of Home Placement) build and maintain this information.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LICENSE	This table maintains information pertaining to the authorizations from DHS regarding a PROVIDER, CREG's ability to operate a specific business (Foster home, group home). Data maintained in this table include: provider id, license description and authorization, state, type and various indicators such as home study completed, background check completed, etc. Records are created by PM02a (Licensing).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PERSON	This PERSON table maintains information that identifies an individual known to DHS (such as name, date of birth, social security number, race, sex, etc.). A PERSON can be a WORKER, REPORT PART, REFERRAL PART, CASEPART or PROVIDER PART. Primary search processing is centered around this data. Processes of CM01 (Manage Person) build and maintain this information.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Page: 1

Ready

Field	Description	Notes
Topic ID	The assigned code that uniquely identifies a WiSACWIS topic	
Topic Description	A brief phrase describing the functionality and features within the topic	
Associated Table Name	The unique name of a WiSACWIS table that is associated with the topic	
Table Description	A good explanation of the data content and function of this table within WiSACWIS	

Field	Description	Notes
Create	A checkmark signifies that at least one row of the table may be created by the topic's functionality	
Read	A checkmark signifies that at least one row of the table may be read by the topic's functionality	
Update	A checkmark signifies that at least one row of the table may be updated by the topic's functionality	
Delete	A checkmark signifies that at least one row of the table may be deleted by the topic's functionality	.

1. Related Window – Select a Topic

The *Select a Topic* window provides the user with the ability to select a particular WiSACWIS topic to display on the *Tables by Topic Report*.

Field/Button	Description	Notes
Topic	The assigned identifier for the topic	
Description	A descriptive name for the topic	
Sort By	Toggles between two different sort sequences for the list	The selected sort sequence affects letter key list positioning as described below.
<OK> button	Closes the window and opens a preview window for the <i>Tables by Topic Report</i> for the selected topic	Double-clicking a Topic row is analogous to selecting that Topic and clicking the <OK> button.
<Cancel> button	Closes the window and opens a preview window for the <i>Tables by Topic Report</i> for the ALL topics	

Field/Button	Description	Notes
<any letter key>	Positions the list to the first topic that starts with the letter key pressed	If the Sort By is set to Topic ID, the letter key pressed will position the list on the first Topic ID starting with that letter. If the Sort By is set to Description, list positioning is based on the text of the Description field. A beep will sound if a key is pressed that does not correspond to a topic on the list.

C. Table Layout Report

The *Table Layout Report* shows the table definition and details about each field within the selected table. Field details include the order of the field on the database table, the field name, primary and foreign key information, and a field description.

The screenshot shows a window titled "WiSACWIS Data Dictionary - [rptTableLayout{Pick1}]". Inside, the "Table Layout Report" is displayed for the "CASE" table. The report includes a table with columns: #, Field Name, Key, Rqd, Foreign Key, and a description. The fields listed are ID_CASE, CD_MFONE_CLSTNM, CD_CASE_STAT, CD_FLDR, CD_CASE_TYPE, CD_PT_DESC, and CD_RGN. Each field has a corresponding description and key status.

#	Field Name	Key	Rqd	Foreign Key	Description
1	ID_CASE	Yes	Yes	No	Unique identifier for case.
2	CD_MFONE_CLSTNM	No	Yes	No	Metaphor name used for searches.
3	CD_CASE_STAT	No	Yes	Yes	CASE_DESC_STAT
4	CD_FLDR	No	No	Yes	CASE_DESC
5	CD_CASE_TYPE	No	Yes	Yes	CASE_DESC_STAT
6	CD_PT_DESC	No	Yes	No	CASE_DESC
7	CD_RGN	No	Yes	No	CASE_DESC

Field	Description	Notes
Table Name	The name that uniquely identifies a WiSACWIS table	
Table Description	A good explanation of the data content and function of this table within WiSACWIS	
#	The logical sequence of the field within the table	

Field	Description	Notes
Field Name	The name that uniquely identifies the field within the WiSACWIS table	
Key	An indication of whether or not the field is part of the primary key for the table	
Reqd	An indication of whether or not a valid value is required for the field	
Foreign Key	An indication of whether or not the field is a foreign key to another table	
Foreign Key Table	One of the foreign key tables	Will only be present if Foreign Key is "Yes".
General Description	A good explanation of the field's meaning and values	Blank lines are compressed if this description is not present.
Table-specific Description	A description of the field as it pertains to its inclusion on this table	Blank lines are compressed if this description is not present.

1. Related Window - Select a Table

The *Select a Table* window provides the user with the ability to select a particular WiSACWIS table to display on the *Table Layout Report*.

Table Name	Used in WiSACWIS	Description
CAN_PART	Y	This table stores information pertaining to a PERSON .
CAN_TEXT	Y	This table stores information pertaining to a CASE NO
CAN_TEXT_EVENT	Y	This table stores identifying information pertaining to a
CASE	Y	A CASE is the focus of every human services busines:
CASE_CLOSURE	Y	The CASE CLOSURE table stores authorization inform
CASE_EVAL	Y	The CASE_EVAL table maintains detailed information
CASE_OTHR_CNTCT	Y	The CASE_OTHR_CNTCT table maintains personal inf
CASE_PART	Y	This table maintains information pertaining to the PER
CASE_PART_STAT	Y	The CASE PART STAT table maintains information ab
CASE_PLAN	Y	The CASE PLAN table maintains common information
CASE_PLAN_ITEM	Y	The CASE PLAN ITEM table maintains information ab
CASE_PLAN_ITEM_DETAIL	Y	The CASE PLAN ITEM DETAIL table maintains inform

Field/Button	Description	Notes
Table Name	The name of the WiSACWIS Table	
Used in WiSACWIS	An indication of whether or not the Table is used in WiSACWIS	This will always be Y (yes) for this particular usage of the table selection list.
Description	The beginning portion of the table description	
<Select Table> button	Closes the window and opens a preview window for the <i>Table Layout Report</i> for the selected table	Double-clicking a Table row is analogous to selecting that Table and clicking the <OK> button.
<All Tables> button	Closes the window and opens a preview window for the <i>Table Layout Report</i> for the ALL Tables	
<any letter key>	Positions the list to the first Table Name that starts with the letter key pressed	A beep will sound if a key is pressed that does not correspond to a Table Name on the list.

D. Table Relationships Detail Report

The *Table Relationships Detail Report* displays each table to table relationship defined in the Data Dictionary and the fields in the related tables that describe how the tables are related. Also, if the relationship requires the use of an additional condition string to fully describe the relationship, that condition string is displayed.

Microsoft Access - [rptRelationshipDetails]

File Edit View Tools Window Help

75% Close

Table Relationship Details Report

08-Jan-01

Relationship	#	Parent Table Field Name	Child Table Field Name	Condition String
ADDRESS 1-M CASE	1	ID_ADDR_GRP	ID_CASE	ADDRESS ID_GRP=4
ADDRESS 1-M PROVIDER_ORG	1	ID_ADDR_GRP	ID_PRVD_ORG	ADDRESS ID_GRP=5
AD OPTION_ELIG 0-M AD OPTION_ELIG_REDET	1	ID_ELIG	ID_ELIG	
AD OPTION_PERSON 0-M ADOPTION_DECREE	1	ID_AOPT_PRSN	ID_AOPT_PRSN	
AD OPTION_PERSON 0-M ADOPTION_SEARCH_AFFD	1	ID_AOPT_PRSN	ID_AOPT_PRSN	
AD OPTION_PERSON 1-M ADOPTION_SEARCH_ASSCPEOPLE	1	ID_AOPT_PRSN	ID_AOPT_PRSN	
AD OPTION_PERSON 0-M ADOPTION_SEARCH_DETAIL	1	ID_AOPT_PRSN	ID_AOPT_PRSN	
AD OPTION_PERSON 0-1 ADOPTION_SEARCH_MASTER	1	ID_AOPT_PRSN	ID_AOPT_PRSN	

Page: 1

Field	Description	Notes
Relationship	The table name, cardinality, and related table name for the selected relationship	
#	The sequential order of the fields within the relationship	
Parent Table Field Name	Name of a field on the parent table that establishes part or all of the relationship	
Child Table Field Name	Name of a field on the related table whose value must be equal to the value in Field Name for two records to be related in the two tables	
Condition String	Additional SQL WHERE condition necessary for defining the table to table relationship	

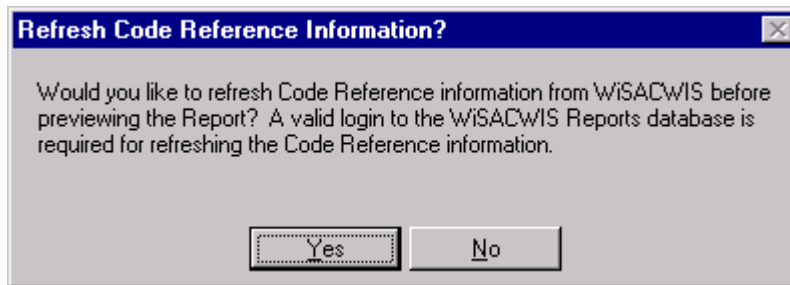
E. Code Reference by Table Report

The *Code Reference by Table Report* lists coded fields and valid values for a selected table or for all tables. Before the report is previewed, the user is presented with the option of refreshing code value data or not. For ease of processing and to allow code value data to be available in the transportable Dictionary, the Data Dictionary captures and stores code value and description information. This report contains the logic for refreshing this code value data from the WiSACWIS code tables (not available in the transportable Dictionary).

Field	Description	Notes
Table Name	The name that uniquely identifies a WiSACWIS table	This will be the selected table if one was selected. Otherwise each WiSACWIS table is shown on this report in alphabetic order.
Field	The name that uniquely identifies the field within the WiSACWIS table	Only coded fields with an identified Reference Table are displayed on this report.
Reference Table	The name of the WiSACWIS code table that contains the valid values and descriptions for this coded field	
Grouping By	The group name that identifies the set of valid values for this coded field within the above Reference Table	Not all coded fields require a group name.
Code	Valid codes for this field	Inactive codes are not shown.
Description	A description for the code value	

1. Related Window – Refresh Code Reference Information?

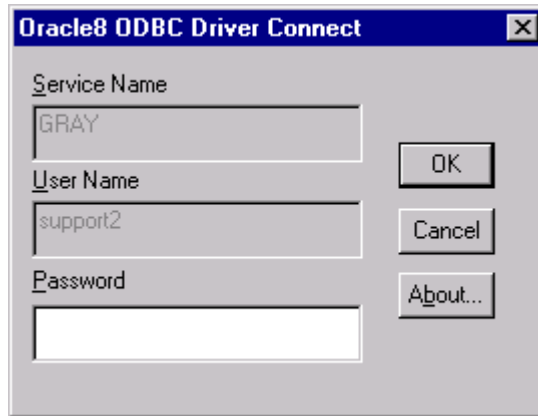
The *Refresh Code Reference Information?* window provides the user with the ability to refresh the code values and descriptions stored in the Data Dictionary with the values on the actual WiSACWIS code tables prior to previewing the *Code Reference by Table Report*. This pop-up window will not be displayed when previewing the *Code Reference by Table Report* in the transportable Dictionary.



Field/Button	Description	Notes
<Yes> button	Closes the window, refreshes the code values and descriptions stored in the Data Dictionary, and opens the <i>Select a Table</i> window to allow the user to select a table or all tables for the report preview with refreshed code value data	
<No> button	Closes the window and opens the <i>Select a Table</i> window to allow the user to select a table or all tables for the report preview without refreshed code value data	

2. Related Window – Oracle8 ODBC Driver Connect

The *Oracle8 ODBC Driver Connect* window connects the Data Dictionary user with the Oracle tables that contain the code values and descriptions. This window is only displayed if the user requested a refresh of the code value data on the *Refresh Code Reference Information?* window. A valid login for the appropriate Oracle database environment is required to complete this refresh operation. The specific Oracle database environment is selected using the *Re-link Code Tables* function available from the *Data Dictionary Utilities Menu*. See Section IX.C. *Re-link Code Tables* for more details. The user enters the valid password and clicks the <OK> button to proceed. This login will not appear and is unnecessary when using the transportable Dictionary.



3. Related Window - Select a Table

The *Select a Table* window provides the user with the ability to select a particular WiSACWIS table to display on the *Code Reference by Table Report*.

Table Name	Used in WiSACWIS	Description
ACCOUNT_NUMBER	Y	The ACCOUNT_NUMBER table maintains detailed inf
ADDRESS	Y	This table maintains all ADDRESS information pertaini
ADOPTION_DECREE	Y	The ADOPTION DECREE table maintains records of a
ADOPTION_ELIG	Y	The ADOPTION_ELIG table maintains detailed inform.
ADOPTION_ELIG_REDET	Y	The ADOPTION_ELIG_REDET table maintains detail
ADOPTION_MATCH	Y	Records in this table create associations between cas
ADOPTION_PERSON	Y	The ADOPTION PERSON table maintains information

Field/Button	Description	Notes
Table Name	The name of the WiSACWIS Table	
Used in WiSACWIS	An indication of whether or not the Table is used in WiSACWIS	This will always be Y (yes) for this particular usage of the table selection list.
Description	The beginning portion of the table description	
<Select Table> button	Closes the window and opens a preview window for the <i>Code Reference by Table Report</i> for the selected table	Double-clicking a Table row is analogous to selecting that Table and clicking the <OK> button.
<All Tables> button	Closes the window and opens a preview window for the <i>Code Reference by Table Report</i> for the ALL Tables	
<any letter key>	Positions the list to the first Table Name that starts with the letter key pressed	A beep will sound if a key is pressed that does not correspond to a Table Name on the list.

F. eWiSACWIS Windows and Database Fields Report

The *Windows and Database Fields Report* shows each eWiSACWIS application window that is contained in a WiSACWIS Topic Area and lists the database fields contained on each window. The report is displayed in preview mode after the user selects the desired Topic Area.

eWiSACWIS Windows and Database Fields for Topic SM01A

Window ID: 135 # of Fields: 12

Name: Current Address

Description: The Current Address Information pop-up window documents the reported address associated with the incident and the date on which the incident is reported to have occurred.

Current Address - Web Page Display

Alleged Offender address or Current Address

Date: [] Time: [] Location: [] Status: [] Priority: [] Category: [] Activity: []

Buttons: [Generate] [Close]

Table Name	Field Name	Description
ADDRESS	AD_ALT_PHONE	PERSON's alternate phone number att
ADDRESS	AD_APT	Apartment number/suffix
ADDRESS	AD_LN2	Line 2 of address.
ADDRESS	AD_LN3	Line 3 of address.
ADDRESS	AD_PHONE	ADDRESS phone number, first three post
ADDRESS	AD_STRT_NBR	Address street number.
ADDRESS	AD_STRT_NME	Address street name.
ADDRESS	CD_CNTRY	ADDRESS country code. See Reference
ADDRESS	CD_GRP	Address group/plug. Identifier: 1 - Report, 2

Page: 1 Ready NUM

Field	Description	Notes
Topic	The identifier associated with a WiSACWIS Topic Area	
Window ID	The unique ID assigned to a Window	
Name	The name of the eWiSACWIS window	

Field	Description	Notes
Table Name	The name of the table containing the database field	
Field Name	The name that uniquely identifies the field within the WiSACWIS table	
Description	A brief description regarding the contents of this field	

1. Related Window - Select a Topic

The *Select a Topic* window provides the user with the ability to select a particular WiSACWIS Topic for the eWiSACWIS Windows and Database Fields Report.

Field/Button	Description	Notes
Topic	The assigned identifier for the topic	
Description	A descriptive name for the topic	
Sort By	Toggles between two different sort sequences for the list	The selected sort sequence affects letter key list positioning as described below.

Field/Button	Description	Notes
<OK> button	Closes the window and opens a preview window for the <i>eWiSACWIS Windows and Database Fields Report</i> for the selected topic	Double-clicking a Topic row is analogous to selecting that Topic and clicking the <OK> button.
<Cancel> button	Closes the window	
<any letter key>	Positions the list to the first topic that starts with the letter key pressed	If the Sort By is set to Topic ID, the letter key pressed will position the list on the first Topic ID starting with that letter. If the Sort By is set to Description, list positioning is based on the text of the Description field. A beep will sound if a key is pressed that does not correspond to a topic on the list.

G. Tables Included in County Replicated Database Report

The *Tables Included in County Replicated Database Report* displays the list of tables that are included in each county's WiSACWIS Replicated Database. Some tables are optional and are only populated with data if a county chooses.

Table Name	Description	Optional?
ADDRESS	This table maintains all ADDRESS information pertaining to a PERSON, except Intake Report (Report and Referral). Address detail consists of home, business and any other address that is identified as required for WiSACWIS processing. Processes of CM01 (Manage Person) build and maintain this information.	
AGREEMENT	The AGREEMENT table contains information about agreements between DHFS or the county agency, and adoptive/fosterbirth parents regarding Case Participants' placement. Processes of SM10a create and maintain this information.	
ALLEGATION	This table maintains information pertaining to an accusation of a specific occurrence of abuse/neglect. An ALLEGATION is communicated through one CPS REPORT, but there can be multiple allegations in a CPS REPORT. An allegation is formed for each combination of alleged victim, alleged maltreater, and CAN code. Processes of SM01a (CPS Reports) and SM06a (Assessment) build and maintain the allegation information.	
ALLEGATION_CD	This table links allegation codes and descriptions to CAN Codes.	
APPROVAL	The APPROVAL table stores information about all Approvals in WiSACWIS. All related WiSACWIS processes build and maintain this data.	Yes
APPROVAL_HISTORY	This table maintains history information for individual APPROVAL records.	Yes
ASSESSMENT	The ASSESSMENT table contains information about the assessment/study that is conducted by the worker for a specific case. Information such as case identification information, approval information, and dates. Processes of SM07 (Assessment) create and update assessment information.	Yes
ASSET	The ASSET table maintains Case Participant-specific information to the assets that Case Participants have over a period of time. SM13a (Case Participant Information) processes build and maintain this table.	
ASSIGN_CATEGORY	The ASSIGN_CATEGORY table defines categories, types, responsibilities, and roles for worker assignments.	

Field	Description	Notes
Table Name	The unique name of the table	
Description	A brief description of the contents or function of the table	
Optional?	An indication of whether or not the table is always included in the Replicated Database.	

V. Base Dictionary Information Maintenance Menu Windows

This section shows and describes the windows that are directly and indirectly accessible from the *Base Dictionary Information Maintenance Menu*. Indirectly accessible windows are listed as *Related Windows*.

A. Maintain Topics - Oracle Window

The *Maintain Topics - Oracle* window allows the user to view and maintain base topic information stored in the Oracle DICTONARY_DD_TOPIC table. This information is stored in a similarly named MS Access table in the transportable Dictionary.

Field/Button	Description	Notes
Topic	The assigned code that uniquely identifies a WiSACWIS topic	
Topic Description	A brief phrase describing the functionality and features within the topic	
Contact Name	The last name of the AMS team leader who is the subject matter expert for this topic	
<Select Topic> button	Opens the <i>Select a Topic</i> window	Allows selection of a different topic the user wants to view. Alternatively, the record navigation buttons at the bottom of the window can be used to scroll through all of the topics.

1. Related Window - Select a Topic

The *Select a Topic* window provides the user with the ability to select a particular WiSACWIS topic to display on the *Maintain Topics – Oracle* window.

Topic	Description
CM01	Person Management
CM02	Worker Assignment
CM03	Checklist
CM04	Ticklers
CM05	Automated Messaging
CM06	Notes
CM07	Meetings
CM09	Security
CM10	Search
CM12	System Help and Policy
CM14	Office Automation

Field/Button	Description	Notes
Topic	The assigned identifier for the topic	
Description	A descriptive name for the topic	
Sort By	Toggles between two different sort sequences for the list	The selected sort sequence affects letter key list positioning as described below.
<OK> button	Closes the window and returns the selected topic to the <i>Maintain Topics – Oracle</i> window for display	Double-clicking a Topic row is analogous to selecting that Topic and clicking the <OK> button.
<Cancel> button	Closes the window	

Field/Button	Description	Notes
<any letter key>	Positions the list to the first topic that starts with the letter key pressed	If the Sort By is set to Topic ID, the letter key pressed will position the list on the first Topic ID starting with that letter. If the Sort By is set to Description, list positioning is based on the text of the Description field. A beep will sound if a key is pressed that does not correspond to a topic on the list.

B. Maintain Tables - Oracle Window

The *Maintain Tables - Oracle* window allows the user to view and maintain base table information stored in the Oracle DICTONARY_DD_TABLE table. This information is stored in a similarly named MS Access table in the transportable Dictionary.

Microsoft Access - [frmDD_TABLE]

File Edit View Insert Format Records Tools Window Help

Tables - Oracle

Table Name: ACCOUNT_NUMBER

Description: The ACCOUNT_NUMBER table maintains detailed information about the account numbers that are used to link each payment to a funding source in the State's accounting system. For each set of account numbers, the table stores the reporting category, effective dates, and federal split information. Processes of FM01 (Process Payments) maintain and update this information.

Used in WiSACWIS: Y

View Option:

- ☒ All Tables
- ☐ Tables Used in WiSACWIS Only

Reference Table: N **Primary Event:** 01 **Primary Topic:** FM

Contact: Naber **Author:** Naber

Select Table

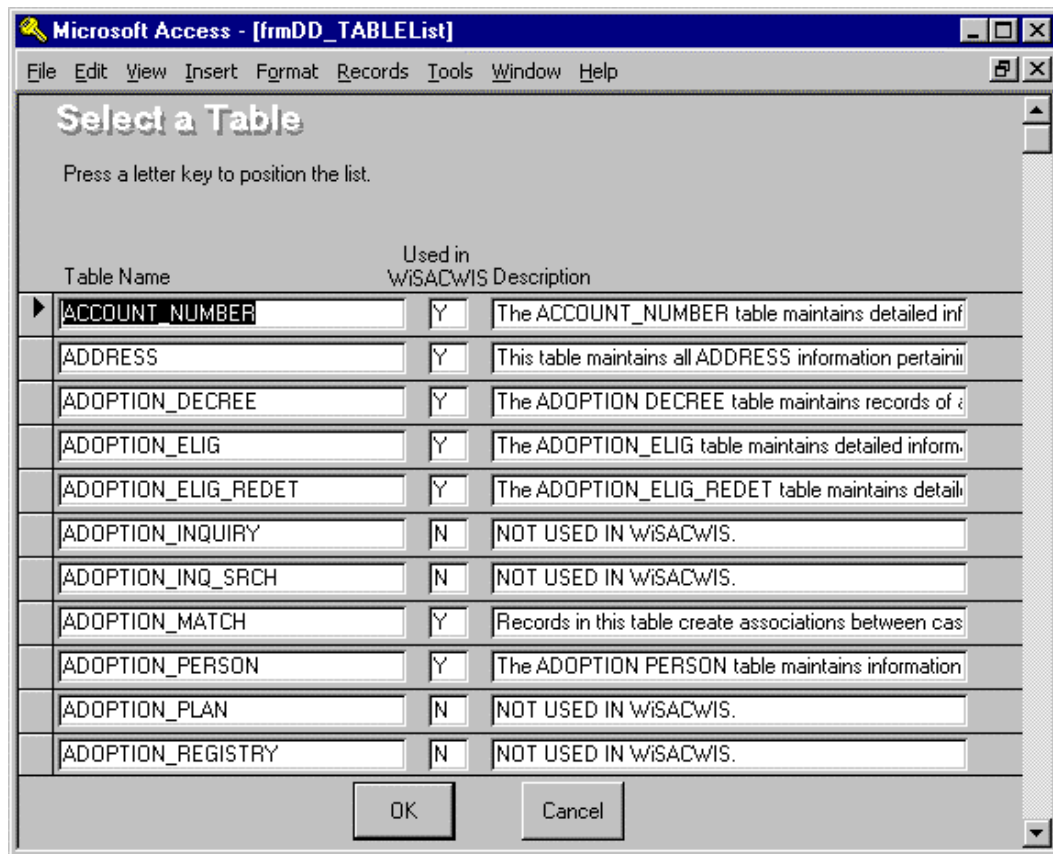
Record: 1 of 234

Field/Button	Description	Notes
Table Name	The name that uniquely identifies a WiSACWIS table	
Description	A good explanation of the data content and function of this table within WiSACWIS	
Used in WiSACWIS	An indication of whether or not the current release of WiSACWIS uses the table	Valid values are Y – yes and N – no.

Field/Button	Description	Notes
View Option	Toggles the view of this window between displaying all tables and only tables that are used in the current release of WiSACWIS	
Reference Table	An indication of whether or not the table contains reference data	Valid values are Y – yes and N – no.
Primary Event	The project phase to which this table belongs	There are 3 valid values: 02 – This table was implemented in Event 2; 01 – This table was implemented in Event 1; 00 – This table was part of the transfer system and although it exists, it is not used by the WiSACWIS application.
Primary Topic	The principal topic to which this table belongs	This denotes a generic topic, not a specific topic. Valid values are CM – Common Management; FM – Financial Management; IN – Interfaces; PM – Provider Management; SM – Service Management; and UN – Unused in WiSACWIS.
Contact	The last name of the AMS team leader who is the subject matter expert for this topic	
Author	The last name of the AMS individual who is responsible for the table description	
<Select Table> button	Opens the <i>Select a Table</i> window	Allows selection of a different table the user wants to view. Alternatively, the record navigation buttons at the bottom of the window can be used to scroll through all of the tables.

1. Related Window - Select a Table

The *Select a Table* window provides the user with the ability to select a particular WiSACWIS table to display on the *Maintain Tables – Oracle* window.



Field/Button	Description	Notes
Table Name	The name of the WiSACWIS Table	
Used in WiSACWIS	An indication of whether or not the Table is used in WiSACWIS	If the View Option on the <i>Maintain Tables – Oracle</i> window is set to Tables Used in WiSACWIS Only, then only tables with an Y in this field will appear on the list.
Description	The beginning portion of the table description	
<OK> button	Closes the window and returns the selected table to the <i>Maintain Tables – Oracle</i> window for display	Double-clicking a Table row is analogous to selecting that Table and clicking the <OK> button.
<Cancel> button	Closes the window	
<any letter key>	Positions the list to the first Table Name that starts with the letter key pressed	A beep will sound if a key is pressed that does not correspond to a Table Name on the list.

C. Maintain Data Elements - Oracle Window

The *Maintain Data Elements - Oracle* window allows the user to view and maintain base data element information stored in the Oracle DICTIONARY_DD_ELEMENT table. This information is stored in a similarly named MS Access table in the transportable Dictionary.

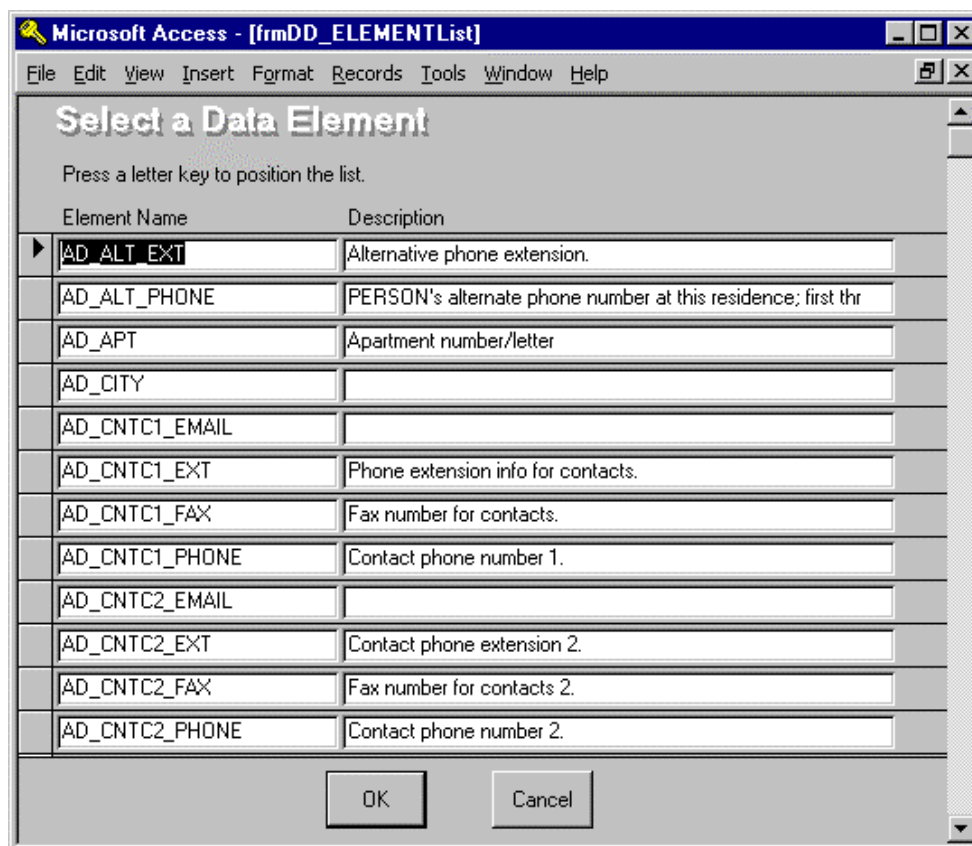
The screenshot shows a Microsoft Access window titled "Microsoft Access - [frmDD_ELEMENT]". The main title bar of the form is "Data Elements - Oracle". Inside the form, there are several input fields and a list box. The "Element Name" field contains "AD_ALT_EXT". The "Description" field contains "Alternative phone extension.". The "Author" field is a dropdown menu. The "Used in WiSACWIS" field has a dropdown menu with "Y" selected. To the right of these fields is a list box titled "Tables Containing Element (double-click to access)" which contains the following items: ADDRESS, ADOPTION_PERSON, CHARGES, and INTAKE_PART. Below the list box is a button labeled "Select Data Element". At the bottom left, there is a record navigation bar that says "Record: 1" with navigation icons.

Field/Button	Description	Notes
Element Name	The name that uniquely identifies a WiSACWIS data element	
Description	A good explanation of the data element's meaning and values	
Author	The last name of the AMS individual who is responsible for the data element description	
Used in WiSACWIS	An indication of whether or not the current release of WiSACWIS uses the data element	Valid values are Y – yes and N – no.
Tables Containing Element	Names of tables that contain the data element	Double-clicking on a table name opens the <i>Table Data Elements</i> window.

Field/Button	Description	Notes
<Select Data Element> button	Opens the <i>Select a Data Element</i> window	Allows selection of a different data element the user wants to view. Alternatively, the record navigation buttons at the bottom of the window can be used to scroll through all of the data elements.

1. Related Window - Select a Data Element

The *Select a Data Element* window provides the user with the ability to select a particular WiSACWIS data element to display on the *Maintain Data Elements – Oracle* window.



Field/Button	Description	Notes
Element Name	The name of the WiSACWIS Data Element	
Description	The beginning portion of the data element description	
<OK> button	Closes the window and returns the selected data element to the <i>Maintain Data Elements – Oracle</i> window for display	Double-clicking a Data Element row is analogous to selecting that Data Element and clicking the <OK> button.
<Cancel> button	Closes the window	

Field/Button	Description	Notes
<any letter key>	Positions the list to the first Data Element Name that starts with the letter key pressed	A beep will sound if a key is pressed that does not correspond to a Data Element Name on the list.

2. Related Window - Table Data Elements

The *Table Data Elements* window provides the user with additional information about the double-clicked table containing the data element being viewed on the *Maintain Data Elements – Oracle* window. See *VI.C. Maintain Table Elements Window* for a detailed description of this window.

Table Name: ADDRESS **Table Used in WiSACWIS:** Y

Description: This table maintains all ADDRESS information pertaining to a PERSON, except Intake Report (Report and Referral). Address detail consists of home, business and any other address that is identified as required for WiSACWIS processing. Processes of CM01 (Manage Person) build and maintain this information.

Data Elements

Order	Element Name	Description	Primary Key/Position	Req	Data Type	Length
1	CD_GRP	The archival group code or address group	<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/>	NUMBER	22
2	CD_GRP_TYPE	Code group type.	<input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/>	NUMBER	22
3	ID_ADDRSS_GRP	The unique ID of the item to which the adc	<input checked="" type="checkbox"/> 3	<input checked="" type="checkbox"/>	NUMBER	22
4	DT_EFCT_START	Date ADDRESS row became effective, en	<input checked="" type="checkbox"/> 4	<input checked="" type="checkbox"/>	DATE	7
5	ID_CR	Unique ID of person who or batch process	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NUMBER	22
6	ID_UP	Unique ID of person who or batch process	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NUMBER	22
7	TS_CR	Timestamp when record created.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	DATE	7
8	TX_TOWN	Text entry for town or city of the address.	<input type="checkbox"/>	<input type="checkbox"/>	VARCHAR2	40
9	TS_UP	Timestamp when record last modified.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	DATE	7
10	AD_STRT_NBR	Address street number.	<input type="checkbox"/>	<input type="checkbox"/>	VARCHAR2	13
11	AD_STRT_NME	Address street name.	<input type="checkbox"/>	<input type="checkbox"/>	VARCHAR2	24

Record: 2 of 245

Form View

VI. Detailed Dictionary Information Maintenance Menu Windows

This section shows and describes the windows that are directly and indirectly accessible from the *Detailed Dictionary Information Maintenance Menu*. Indirectly accessible windows are listed as *Related Windows*.

A. Maintain Tables Used by a Topic Window

The *Maintain Tables Used by a Topic* window shows the primary tables accessed by each WiSACWIS Topic and for what purpose. Purpose information includes information on the type of access (i.e. create, read, update, or delete) and a narrative description of the purpose of each table in a Topic. The same information is displayed in a different format on the *VI.B. Maintain Topics Using a Table Window* section.

WiSACWIS Data Dictionary - [frmTOPIC_TABLE]

File Edit Insert Records Window Help

Tables Used by a Topic

Topic: CM01 Person Management

Tables Accessed by the Topic

Table (double-click for Relationships)	Purpose (double-click to edit)	Create	Read	Update	Delete
ADDRESS		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
BCKGCHK_RESULT		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CASE_PART		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CODE_DESC		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PERSON		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PERSON_AKA	Topic CM01 will create or update the PE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ZIP_CODE		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select a Topic View Windows for this Topic View Topics for Selected Table

Record: 1 of 52

Describes how the table is used by the topic

Field/Button	Description	Notes
Topic	The assigned code that uniquely identifies a WiSACWIS topic	
Topic Description	A brief phrase describing the functionality and features within the topic	
Tables Accessed by the Topic - Table	The unique name of a WiSACWIS table that is associated with the topic	Double-clicking in this field opens the <i>View All Relationships</i> window.

Field/Button	Description	Notes
- Purpose	A description of the table's purpose in the topic area	Double-clicking in this field opens the <i>Edit Purpose</i> window that allows easier viewing and maintenance of long purpose statements.
- Create	A checkmark signifies that at least one row of the table may be created by the topic's functionality	
- Read	A checkmark signifies that at least one row of the table may be read by the topic's functionality	
- Update	A checkmark signifies that at least one row of the table may be updated by the topic's functionality	
- Delete	A checkmark signifies that at least one row of the table may be deleted by the topic's functionality	
<Select a Topic> button	Opens the <i>Select a Topic</i> window	Allows selection of a different topic whose associated tables the user wants to view. Alternatively, the user can scroll sequentially through the topics using the record navigation buttons at the bottom of the window.
<View Windows for this Topic> button	Opens the <i>Windows by Topic Information</i> window for the topic displayed on this window	
<View Topics for Selected Table> button	Opens the <i>Topics Using a Table</i> window for the table row selected on this window	

1. Related Window - Select a Topic

The *Select a Topic* window provides the user with the ability to select a particular WiSACWIS topic to display on the *Tables Used by a Topic* window.

WiSACWIS Data Dictionary - [frmDD_TOPICList]

File Edit Insert Records Window Help

Select a Topic

Sort by:

☒ Topic ID

☐ Description

Press a letter key to position the list.

Topic	Description
CM01	Person Management
CM02	Worker Assignment
CM03	Checklist
CM04	Ticklers
CM05	Automated Messaging
CM06	Notes
CM07	Meetings
CM09	Security
CM10	Search
CM12	System Help and Policy
CM14	Office Automation

OK Cancel

Form View NUM

Field/Button	Description	Notes
Topic	The assigned identifier for the topic	
Description	A descriptive name for the topic	
Sort By	Toggles between two different sort sequences for the list	The selected sort sequence affects letter key list positioning as described below.
<OK> button	Closes the window and returns the selected topic to the <i>Maintain Tables Used by a Topic</i> window for display	Double-clicking a Topic row is analogous to selecting that Topic and clicking the <OK> button.
<Cancel> button	Closes the window	

Field/Button	Description	Notes
<any letter key>	Positions the list to the first topic that starts with the letter key pressed	If the Sort By is set to Topic ID, the letter key pressed will position the list on the first Topic ID starting with that letter. If the Sort By is set to Description, list positioning is based on the text of the Description field. A beep will sound if a key is pressed that does not correspond to a topic on the list.

2. Related Window - Edit Purpose

The *Edit Purpose* pop-up window provides a larger text area for viewing and maintaining long purpose statements.

Field/Button	Description	Notes
Edit Purpose	A description of the table's purpose in the topic area	
<OK> button	Closes the window and returns the purpose to the <i>Maintain Tables Used by a Topic</i> window	
<Cancel> button	Closes the window	

3. Related Window - View All Relationships

The *View All Relationships* window shows all table to table relationships for a particular table. All relationships are displayed for the selected table, regardless of which side of the relationship the selected table is on. This window is inquiry only. This window is described in detail in the *III.A. View All Relationships* section.

Table Name	Relationship	Related Table Name
ADDRESS	1-M	CASE
ADDRESS	1-M	PROVIDER_ORG

4. Related Window – Windows by Topic Information

The *Windows by Topic Information* window shows a list of the windows associated with the WiSACWIS topic area. This window is described in detail in the *VI.G. Maintain Windows by Topic Information* section.

ID	Window Name	Screenshot
3	Person Management - Tab 1 - Basic	Person management basic.jpg
4	Person Management - Tab 2 - Additional	Person Management Additional.jpg
5	Person Management - Tab 3 - AKA	Person Management AKA Names.jpg
6	Person Management - Tab 4 - Address	Person Management Address.jpg
7	Person Management - Tab 5 - Relationship	Person Management Relationship.jpg
8	Person Management - Tab 6 - Kinship Care	Person Management Kinship Care.jpg
9	Person Management - Tab 7 - Background Check	Person Management Background Check.jpg

5. Related Window – Topics Using a Table

The *Topics Using a Table* window lists the WiSACWIS topics that use the table selected on the *Tables Used by a Topic* window. This window is described in detail in the *VI.B. Maintain Topics Using a Table Window* section.

WiSACWIS Data Dictionary - [frmTable_Topic]

File Edit Insert Records Window Help

Topics Using a Table

Table Name: ADDRESS

Topic	Purpose (double-click to edit)	Create	Read	Update	Delete
CM01		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CM10		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FM03		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FM07		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PM02A		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PM02B		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PM04A		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PM07		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PM08		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SM01A		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SM01B		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SM04A	Maintains case address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SM04B		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select a Table View Table Details View Tables for this Topic

Record: 1 of 1 (Filtered)

Describes how the table is used by the topic FLTR NUM

B. Maintain Topics Using a Table Window

The *Maintain Topics Using a Table* window shows the primary topics accessing each WiSACWIS table and for what purpose. Purpose information includes information on the type of access (i.e. create, read, update, or delete) and a narrative description of the purpose of the table in each topic. The same information is displayed in a different format on the VI.A. *Maintain Tables Used by a Topic Window* section.

Field/Button	Description	Notes
Table Name	The unique name of a WiSACWIS table	
Topics Using the Table - Topic	The assigned code that uniquely identifies a WiSACWIS topic that is associated with the table	
- Purpose	A description of the table's purpose in this topic area	Double-clicking in this field opens the <i>Edit Purpose</i> window that allows easier viewing and maintenance of long purpose statements.
- Create	A checkmark signifies that at least one row of the table may be created by the topic's functionality	
- Read	A checkmark signifies that at least one row of the table may be read by the topic's functionality	
- Update	A checkmark signifies that at least one row of the table may be updated by the topic's functionality	
- Delete	A checkmark signifies that at least one row of the table may be deleted by the topic's functionality	

Field/Button	Description	Notes
<Select a Table> button	Opens the <i>Select a Table</i> window	Allows selection of a different table whose associated topics the user wants to view. Alternatively, the user can scroll sequentially through the tables using the record navigation buttons at the bottom of the window.
<View Table Details> button	Opens the <i>Table Data Elements</i> window for the table displayed on this window	
<View Tables for this Topic> button	Opens the <i>Tables Used by a Topic</i> window for the topic row selected on this window	

1. Related Window - Select a Table

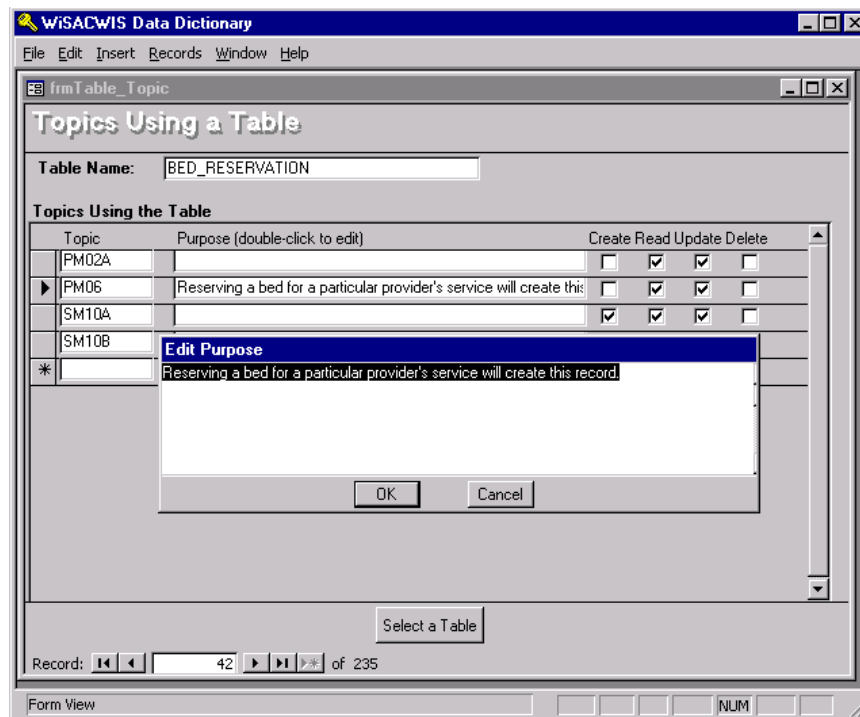
The *Select a Table* window provides the user with the ability to select a particular WiSACWIS table to display on the *Maintain Topics Using a Table* window.

Field/Button	Description	Notes
Table Name	The name of the WiSACWIS Table	
Used in WiSACWIS	An indication of whether or not the Table is used in WiSACWIS	This will always be Y (yes) for this particular usage of the table selection list.
Description	The beginning portion of the table description	
<OK> button	Closes the window and returns the selected table to the <i>Maintain Topics Using a Table</i> window for display	Double-clicking a Table row is analogous to selecting that Table and clicking the <OK> button.
<Cancel> button	Closes the window	

Field/Button	Description	Notes
<any letter key>	Positions the list to the first Table Name that starts with the letter key pressed	A beep will sound if a key is pressed that does not correspond to a Table Name on the list.

2. Related Window - Edit Purpose

The *Edit Purpose* pop-up window provides a larger text area for viewing and maintaining long purpose statements.



Field/Button	Description	Notes
Edit Purpose	A description of the table's purpose in the topic area	
<OK> button	Closes the window and returns the purpose to the <i>Maintain Topics Using a Table</i> window	
<Cancel> button	Closes the window	

3. Related Window - Table Data Elements

The *Table Data Elements* window provides the user with additional information about the table displayed on the *Topics Using a Table* window. See VI.C. *Maintain Table Elements Window* for a detailed description of this window.

WiSACWIS Data Dictionary - [frmTABLE_ELEMENTFields]

File Edit Insert Records Window Help

Table Data Elements

Table Name: **Table Used in WiSACWIS:** ☒

Description: The BED RESERVATION table stores all bed reservations initiated by a placement request for a specific provider organization.

Data Elements

Order	Element Name	Description	Primary Key/Position	Req	Data Type	Length
1	ID_CASE	Unique identifier for case.	<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/>	NUMBER	22
2	ID_RSRV_TYPE	Unique identifier for Bed Reservation.	<input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/>	NUMBER	22
3	CD_RSRV_TYPE	Code describing the type of reservation; AF	<input checked="" type="checkbox"/> 3	<input checked="" type="checkbox"/>	CHAR	1
4	ID_PRSN	Unique id of the person.	<input checked="" type="checkbox"/> 4	<input checked="" type="checkbox"/>	NUMBER	22
5	ID_BSNS	Unique Id of the business.	<input checked="" type="checkbox"/> 5	<input checked="" type="checkbox"/>	NUMBER	22
6	ID_PRVD_ORG	Unique ID of the Provider Organization.	<input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/>	NUMBER	22
7	CD_RSRV_STAT	Code describing reservation status. 1 - Res	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CHAR	1
8	CD_SRVC	Code indicating a particular service. See t	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NUMBER	22
9	ID_CR	Unique ID of person who or batch process	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NUMBER	22
10	TS_CR	Timestamp when record created.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	DATE	7
11	ID_UP	Unique ID of person who or batch process	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NUMBER	22

Select a Table Edit Element Details

Record: 1 of 1 (Filtered)

Form View FLTR NUM

4. Related Window – Topics Using a Table

The *Topics Using a Table* window lists the WiSACWIS topics that use the table selected on the *Tables Used by a Topic* window. This window is described in detail in the *VI.B. Maintain Topics Using a Table Window* section.

WiSACWIS Data Dictionary - [frmTOPIC_TABLE]

File Edit Insert Records Window Help

Tables Used by a Topic

Topic:

Tables Accessed by the Topic

Table (double-click for Relationships)	Purpose (double-click to edit)	Create	Read	Update	Delete
ADDRESS		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ BED_RESERVATION		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EPISODE		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LICENSE		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PERSON		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PROVIDER_CHAR		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PROVIDER_ORG		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PROVIDER_PART		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PROVIDER_PART_STAT		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROVIDER_SERVICE		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PROVIDER_TRAINING		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PRVD_SRVC_RATE		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SERVICE_RATE		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Record: of 1 (Filtered)

Describes how the table is used by the topic

FLTR NUM

C. Maintain Table Data Elements Window

The *Maintain Table Data Elements* window provides the user with information about the data elements contained on each table. Although most of this window is inquiry only, it provides the ability to navigate to the *Maintain Table Element Details* window for viewing and maintaining detailed data element information. The table description can be maintained on the *Table Data Elements* window.

Table Data Elements

Table Name: EPISODE Table Used in WiSACWIS: ☒

Description: The EPISODE table maintains information pertaining to the occurrence of the delivery of one or more out-of-home SERVICES involving one PROVIDER and one or more CASE PARTICIPANTs. Placement out of home and removal from home are other types of Episodes stored in this table. Processes of SM10a (Out of Home Placement) build and

Order	Element Name	Description	Primary Key/Position	Req	Data Type	Length
1	ID_CASE	Unique identifier for case.	<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/>	NUMBER	22
2	ID_PRSN	Unique id of the person.	<input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/>	NUMBER	22
3	ID_EPSD	Unique identifier of episode.	<input checked="" type="checkbox"/> 3	<input checked="" type="checkbox"/>	NUMBER	22
4	CD_EPSD_TYPE	Service episode type. In-house services, c	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CHAR	1
5	CD_SRVC	Code indicating a particular service. See t	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NUMBER	22
6	DT_BGN	The target start date for the activity.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	DATE	7
7	DT_TRNS_BGN	Transaction timestamp for episode begin d.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	DATE	7
8	FL_CLNC_DGNSD	Indicator that the child has a clinically diagn	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CHAR	1
9	FL_EMRGNCY	Indicator of emergency placement.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CHAR	1
10	FL_NON_CNFRM	Flag signifying a non-conforming placemen	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CHAR	1
11	FL_PLCM_DSCH	Indicator whether the end of this placemer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CHAR	1

Select a Table Edit Element Details

Record: 110 of 245

Form View NUM

Field/Button	Description	Notes
Table Name	The name that uniquely identifies a WiSACWIS table	
Description	A brief description of the contents of this table	This is the only maintainable field on this window.
Table Used in WiSACWIS	An indication of whether or not the current release of WiSACWIS uses the table	
Order	The logical sequence of the data element within the table	
Element Name	The name that uniquely identifies the field within the WiSACWIS table	
Description	The beginning portion of the field's description	
Primary Key/Position	An indication of whether or not the field is part of the primary key for the table and, if it is, the logical position of the field in the key	

Field/Button	Description	Notes
Req	An indication of whether or not a valid value is required for the field	
Data Type	The field's data type	
Length	The physical length of the field in bytes	
<Select a Table> button	Opens the <i>Select a Table</i> window	Allows selection of a different table the user wants to view. Alternatively, the record navigation buttons at the bottom of the window can be used to scroll through all of the tables.
<Edit Element Details> button	Opens the <i>Maintain Table Element Details</i> window	Double-clicking a data element row is analogous to selecting that data element and clicking the <OK> button.

1. Related Window - Select a Table

The *Select a Table* window provides the user with the ability to select a particular WiSACWIS table to display on the *Maintain Table Data Elements* window.

Table Name	Used in WiSACWIS	Description
ACCOUNT_NUMBER	Y	The ACCOUNT_NUMBER table maintains detailed inf
ADDRESS	Y	This table maintains all ADDRESS information pertaini
ADOPTION_DECREE	Y	The ADOPTION DECREE table maintains records of d
ADOPTION_ELIG	Y	The ADOPTION_ELIG table maintains detailed inform.
ADOPTION_ELIG_REDET	Y	The ADOPTION_ELIG_REDET table maintains detaili
ADOPTION_INQUIRY	N	NOT USED IN WiSACWIS.
ADOPTION_INQ_SRCH	N	NOT USED IN WiSACWIS.
ADOPTION_MATCH	Y	Records in this table create associations between cas
ADOPTION_PERSON	Y	The ADOPTION PERSON table maintains information
ADOPTION_PLAN	N	NOT USED IN WiSACWIS.
ADOPTION_REGISTRY	N	NOT USED IN WiSACWIS.
ADOPTION_SEARCH_AFFD	Y	The table holds information regarding affidavits or con:
ADOPTION_SEARCH_ASSCPEOPLE	Y	People who are associated with an adoption, such as

Field/Button	Description	Notes
Table Name	The name of the WiSACWIS Table	
Used in WiSACWIS	An indication of whether or not the Table is used in WiSACWIS	

Field/Button	Description	Notes
Description	The beginning portion of the table description	
<OK> button	Closes the window and returns the selected table to the <i>Maintain Table Data Elements</i> window for display	Double-clicking a Table row is analogous to selecting that Table and clicking the <OK> button.
<Cancel> button	Closes the window	
<any letter key>	Positions the list to the first Table Name that starts with the letter key pressed	A beep will sound if a key is pressed that does not correspond to a Table Name on the list.

2. Related Window – Maintain Table Element Details

The *Maintain Table Element Details* window provides the ability to view and maintain detailed information about each table field.

WiSACWIS Data Dictionary - [frmELEMENTFieldDetail]

File Edit Insert Records Window Help

Table Element Details

Table Name: Used in WiSACWIS:
 Element Name: Table: ☐ Y ☒ Field ☒ X
 Logical Order: **Note - Only fields with Bold Headings are editable.**

General Element Description: Service episode type. In-house services, out-of-home placement from reference code CODE DESC STATIC, ID GROUP = EPSDTYPE.

Table-Specific Description: Service episode type. In-house services, out-of-home placement from reference code CODE DESC STATIC, ID GROUP = EPSDTYPE.

Primary Key: ☐ Required: ☒

PK Position:

Reference Table: View Code Values

Ref Group Field:

Ref Group Value:

Ref Code Value Field:

Ref Code Desc Field:

Ref Code Status Field:

Ref Type Field:

Ref Type Value:

Ref Type Desc Field:

Notes:

Record: of 109 (Filtered)

Form View

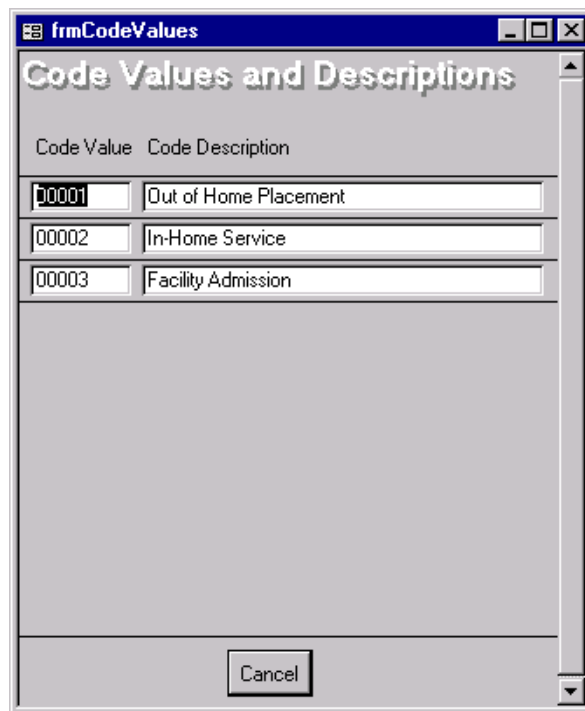
Field/Button	Description	Notes
Table Name	The name that uniquely identifies a WiSACWIS table	
Element Name	The name that uniquely identifies the field within the WiSACWIS table	
Used in WiSACWIS - Table	An indication of whether or not the current release of WiSACWIS uses the table associated with this data element	

Field/Button	Description	Notes
- Element	An indication of whether or not the current release of WiSACWIS uses this data element	
Logical Order	The logical sequence of the data element within the table	This field cannot be edited since it is populated with the value from the Oracle system tables
General Element Description	A general explanation of the data element's meaning and values not specific to its inclusion in this table	
Table-Specific Description	A description of the field as it pertains to its inclusion on this table	
Primary Key	An indication of whether or not the field is part of the primary key for the table	This field cannot be edited since it is populated with the value from the Oracle system tables
PK Position	For primary key fields, the logical position of the field in the key	This field cannot be edited since it is populated with the value from the Oracle system tables
Reference Table	For coded fields, the name of the reference table that contains the valid values for this field	
Ref Group Field	The name of the field on the Reference Table used to identify the group of valid values for this field	Some coded fields not make use of this grouping feature.
Ref Group Value	The value in the Reference Table Ref Group Field that identifies the group of valid values for this field	This field will not be present if there is not a Ref Group Field.
Ref Code Value Field	The code value field in the Reference Table that contains the valid values for this field	
Ref Code Desc Field	The field in the Reference Table that describes the meaning of each code value	
Ref Code Status Field	The field in the Reference Table that indicates the active/inactive status of each code value	Some Reference Tables do not have a code status field.
<View Code Values> button	Opens the <i>Code Values and Descriptions</i> pop-up window displaying the valid codes for this field	This button is disabled for fields that do not have a Reference Table.
Ref Type Field	Not used	
Ref Type Value	Not used	
Ref Type Desc Field	Not used	
Required	An indication of whether or not a valid value is required for the field	This field cannot be edited since it is populated with the value from the Oracle system tables
Data Type	The field's data type	This field cannot be edited since it is populated with the value from the Oracle system tables
Length	The physical length of the field in bytes	This field cannot be edited since it is populated with the value from the Oracle system tables

Field/Button	Description	Notes
Precision	Decimal precision of the numeric element	This field cannot be edited since it is populated with the value from the Oracle system tables
Scale	Scale of the numeric element	This field cannot be edited since it is populated with the value from the Oracle system tables
Notes	Any notes related to the data element	
Record navigation buttons	Allows scrolling through all fields in the current table	In order to use this window with a different table, the user must close this window, use the <i>Maintain Table Data Elements</i> window to select another table, and finally click on the <Edit Element Details> button.

3. Related Window – Code Values and Descriptions

The *Code Values and Descriptions* window provides a list of the valid code values and descriptions for the coded field displayed on the *Table Element Details* window.



Field/Button	Description	Notes
Code Value	A valid value for the coded field	
Code Description	A brief description of the meaning of the code value	
<Cancel> button	Closes the window	

D. Maintain Relationships Window

The *Maintain Relationships* window is used to maintain relationships between WiSACWIS tables. This window is used to establish a relationship and define the cardinality of the relationship. The *Maintain Relationship Fields* window is used to define the details of the table to table relationship including the specific table fields used to join the tables in a SQL query.

WiSACWIS Data Dictionary - [frmRelationships]

File Edit Insert Records Window Help

Relationships

Parent Table:

Table Name	Relationship	Related Table Name
ADOPTION_PERSON	0-M	ADOPTION_DECREE
ADOPTION_PERSON	0-M	ADOPTION_SEARCH_AFFD
ADOPTION_PERSON	1-M	ADOPTION_SEARCH_ASSCPEOPLE
ADOPTION_PERSON	0-M	ADOPTION_SEARCH_DETAIL
ADOPTION_PERSON	0-1	ADOPTION_SEARCH_MASTER
*		

Select Parent Table Relationship Details

Form View FLTR NUM

Field/Button	Description	Notes
Parent Table	Name of the table on the left or parent side of the relationship	A different table can be selected by clicking on the <Select Parent Table> button.
Relationships - Table Name	Name of the parent table in the relationship	
- Relationship	The cardinality of the relationship	Valid values include 0-1, 1-1, 0-M, and 1-M.
- Related Table	Name of the related table in the relationship	In order to add a new relationship for the parent table, click in this field for the row with the "*" in the left column, click on the drop-down arrow, select the new child table from the list, and use the Relationship drop-down to define the cardinality of the relationship.
<Select Parent Table> button	Opens the <i>Select a Parent Table</i> window	Allows selection of a different parent table whose relationships the user wants to view or maintain.
<Relationship Details> button	Opens the <i>Maintain Relationship Fields</i> window	Double-clicking a Relationship row is analogous to selecting a Relationship and clicking the <View Details> button.

1. Related Window – Select a Parent Table

The *Select a Parent Table* window allows the selection of a parent table whose table to table relationships the user wants to view or maintain.

Table Name	Number of Relationships
ACCOUNT_NUMBER	0
ADDRESS	2
ADOPTION_DECREE	0
ADOPTION_ELIG	1
ADOPTION_ELIG_REDET	0
ADOPTION_MATCH	0
ADOPTION_PERSON	5
ADOPTION_SEARCH_AFFD	0
ADOPTION_SEARCH_ASSCPEOPLE	0
ADOPTION_SEARCH_DETAIL	2
ADOPTION_SEARCH_ITEM	0
ADOPTION_SEARCH_MASTER	2
ADPTN_CASE_EVAL	2
ADPTN_CASE_EVAL_DTL	0

Field/Button	Description	Notes
Table Name	Name of the parent table to select	
Number of Relationships	The number of table to table relationships for the table where it is on the parent side of the relationship	
<OK> button	Closes the window and re-displays the <i>Maintain Relationships</i> window for the selected parent table	Double-clicking a Table Name row is analogous to selecting that Table Name and clicking the <OK> button.
<Cancel> button	Closes the window without selecting a new parent table	
<any letter key>	Positions the list to the first Table Name that starts with the letter key pressed	A beep will sound if a key is pressed that does not correspond to a Table Name on the list.

2. Related Window – Maintain Relationship Fields

The *Maintain Relationship Fields* window provides the user with a tool for maintaining detailed relationship information. This window is described in detail in the *Maintain Relationship Fields Window* section.

Relationship Fields

Relationship: ADDRESS 1-M PROVIDER_ORG

OrderField Name	Related Field Name	Condition String (double-click to edit)
1 ID_ADRSS_GRP	ID_PRVD_ORG	ADDRESS.CD_GRP = 5

Add Relationship Fields

Table Fields for ADDRESS

Field Name (double-click for info)	Key/Pos Req	Data Type
CD_GRP	✓ 1 ✓	NUMBER
CD_GRP_TYPE	✓ 2 ✓	NUMBER
ID_ADRSS_GRP	✓ 3 ✓	NUMBER
DT_EFCT_START	✓ 4 ✓	DATE
ID_CR	□ ✓	NUMBER
ID_UP	□ ✓	NUMBER

Table Fields for PROVIDER_ORG

Field Name (double-click for info)	Key/Pos Req	Data Type
ID_BSNS	✓ 1 ✓	NUMBER
ID_PRVD_ORG	✓ 2 ✓	NUMBER
CD_RGN	□ ✓	NUMBER
CD_TYPE	□ ✓	NUMBER
CD_STAT	□ ✓	CHAR
FL_NFP	□ ✓	CHAR

Select a Relationship

Record: 2 of 127

Form View NUM

E. Maintain Relationship Fields Window

The *Maintain Relationship Fields* window provides the user with a tool for maintaining detailed relationship information. The details include the table fields used to join the tables as well as any required condition string that further defines how the tables are related.

Field/Button	Description	Notes
Relationship	The table name, cardinality, and related table name for the selected relationship	A different relationship can be selected by clicking on the <Select a Relationship> button.
Relationship Fields - Order	The sequential order of the fields within the relationship	To delete a relationship field, right-click the mouse on the selection arrow to the left of this field and select "Cut" from the pop-up menu. A pop-up window will warn the user that they are about to delete a record. Selecting "Yes" completes the delete operation.
- Field name	Name of a field on the parent table that establishes part or all of the relationship	
- Related Field Name	Name of a field on the related table whose value must be equal to the value in Field Name for two records to be related in the two tables	
- Condition String	Additional SQL WHERE condition necessary for defining the table to table relationship	If the condition string is long, double-clicking in this field opens the <i>Edit Condition String</i> pop-up window.

Field/Button	Description	Notes
<Add Relationship Fields> button	Clicking this button adds a relationship fields row consisting of the selected rows from the left and right Table Fields lists	An edit verifies that the data type is the same for the left and right selected rows.
Left Table Fields - Field Name	The name that uniquely identifies the field within the WiSACWIS table on the parent side of the relationship	The selection arrow to the left of this field indicates which Table Field is selected. The selected Table Field will be copied to the Field Name in Relationship Fields when the <Add Relationship Fields> button is clicked.
- Key/Pos	An indication of whether or not the field is part of the primary key for the table and, if it is, the logical position of the field in the key	Double-clicking anywhere in a Table Field row opens the <i>Table Element Details</i> window for that Table Field.
- Req	An indication of whether or not a valid value is required for the field	
- Data Type	The field's data type	
Right Table Fields - Field Name	The name that uniquely identifies the field within the WiSACWIS table on the child side of the relationship	The selection arrow to the left of this field indicates which Table Field is selected. The selected Table Field will be copied to the Related Field Name in Relationship Fields when the <Add Relationship Fields> button is clicked.
- Key/Pos	An indication of whether or not the field is part of the primary key for the table and, if it is, the logical position of the field in the key	Double-clicking anywhere in a Table Field row opens the <i>Table Element Details</i> window for that Table Field.
- Req	An indication of whether or not a valid value is required for the field	
- Data Type	The field's data type	
<Select a Relationship> button	Opens the <i>Select a Relationship</i> window	Alternatively, the record navigation buttons at the bottom of the window can be used to scroll through all of the relationships.

1. Related Window – Select a Relationship

The *Select a Relationship* window allows the Data Dictionary user to select a new table to table relationship in order to view or maintain that relationships field-level detail on the *Maintain Relationship Fields* window.

Table Name	Relationship	Related Table Name
ADDRESS	1-M	CASE
ADDRESS	1-M	PROVIDER_ORG
ADOPTION_ELIG	0-M	ADOPTION_ELIG_REDET
ADOPTION_PERSON	0-M	ADOPTION_DECREE
ADOPTION_PERSON	0-M	ADOPTION_SEARCH_AFFD
ADOPTION_PERSON	1-M	ADOPTION_SEARCH_ASSCPEOPLE
ADOPTION_PERSON	0-M	ADOPTION_SEARCH_DETAIL
ADOPTION_PERSON	0-1	ADOPTION_SEARCH_MASTER
ADOPTION_SEARCH_DETAIL	1-M	ADOPTION_SEARCH_AFFD
ADOPTION_SEARCH_DETAIL	1-M	ADOPTION_SEARCH_ITEM
ADOPTION_SEARCH_MASTER	1-M	ADOPTION_SEARCH_ASSCPEOPLE
ADOPTION_SEARCH_MASTER	1-M	ADOPTION_SEARCH_DETAIL
ADPTN_CASE_EVAL	1-M	ADPTN_CASE_EVAL_DTL
ADPTN_CASE_EVAL	1-M	ADPTN_CASE_EVAL_PROGRESS
ADPTN_CASE_PLAN	1-M	ADPTN_CASE_PLAN_DETAIL
AGREE_AMEND	1-M	AGREE_AMEND_DTL

Field/Button	Description	Notes
Table Name	The name of the parent table in the relationship	
Relationship	The cardinality of the relationship	
Related Table Name	The name of the related table in the relationship	
<OK> button	Closes the window and re-displays the <i>Maintain Relationship Fields</i> window for the selected relationship	Double-clicking a relationship row is analogous to selecting that relationship and clicking the <OK> button.
<Cancel> button	Closes the window without selecting a new relationship	
<any letter key>	Positions the list to the first parent table name that starts with the letter key pressed	A beep will sound if a key is pressed that does not correspond to a parent table name on the list.

2. Related Window – Edit Condition String

The *Edit Condition String* pop-up window provides a larger text area for editing long condition strings.

The screenshot shows the 'Edit Condition String' pop-up window. The window has a title bar 'Edit Condition String' and a text area containing the condition string 'ADDRESS.CD_GRP = 4'. Below the text area are 'OK' and 'Cancel' buttons. The background window, 'Relationship Fields', is partially visible. It shows a table of fields for 'ADDRESS' and 'ID_CASE'.

Order	Field Name	Key/Pos	Related Field Name	Condition String (double-click to edit)
1	ID_ADRSS_GRP		ID_CASE	ADDRESS.CD_GRP = 4

Field/Button	Description	Notes
Edit Condition String	Additional SQL WHERE clause condition necessary for defining the table to table relationship	
<OK> button	Closes the window and returns the condition string to the Condition String field on the <i>Maintain Relationship Fields</i> window	
<Cancel> button	Closes the window	

3. Related Window – Table Element Details

The *Table Element Details* window provides the user maintaining table relationships with additional detail concerning the data fields in the parent or child table. A detailed description of this window can be found in section VI.C.2. *Related Window – Maintain Table Element Details*.

The screenshot shows the 'Table Element Details' window in the WiSACWIS Data Dictionary. The window has a menu bar with 'File', 'Edit', 'Insert', 'Records', 'Window', and 'Help'. The title bar reads 'WiSACWIS Data Dictionary - [frmELEMENTFieldDetail]'. The main area is titled 'Table Element Details' and contains the following fields and controls:

- Table Name:** ADDRESS
- Element Name:** ID_ADRSS_GRP
- Logical Order:** 3
- Used in WISACWIS:** Table: ☐ Field: ☒
- Note - Only fields with Bold Headings are editable.**
- General Element Description:** The unique ID of the item to which the address corresponds.
- Table-Specific Description:** The unique ID of the item to which the address corresponds.
- Primary Key:** ☒
- PK Position:** 3
- Required:** ☒
- Data Type:** NUMBER
- Length:** 22
- Precision:**
- Scale:**
- Reference Table:**
- Ref Group Field:**
- Ref Group Value:**
- Ref Code Value Field:**
- Ref Code Desc Field:**
- Ref Code Status Field:**
- Ref Type Field:**
- Ref Type Value:**
- Ref Type Desc Field:**
- Notes:**

At the bottom, there is a record navigation bar showing 'Record: 3 of 28 (Filtered)' and a 'Form View' button. A 'View Code Values' button is also present next to the 'Reference Table' field.

F. Maintain Window Information Window

The *Maintain Window Information* window shows information describing a WiSACWIS online application window. From this window, it is also possible to view a sample screenshot of the window as well as to view the complete list of windows included in any of the topic areas associated with this window.

Field/Button	Description	Notes
Window ID Key	The unique Data Dictionary ID for this window	
Window Name	The name of the eWiSACWIS window	Usually the name coincides with the text shown in the WiSACWIS title bar.
Window Description	A brief description of the purpose or functionality of the window	
Tabbed Window	An indication of whether or not the window contains tabs	
Pop-up Window	An indication of whether or not the window is a pop-up window	
Number of Fields	The approximate number of data fields contained on the window	
Number of Other Controls	The number of other controls other than data fields (e.g. buttons) contained on the window	

Field/Button	Description	Notes
Screenshot	The name of a picture file showing a sample screenshot of the window	
<Display Screenshot> button	Opens a window that displays an image of the window	
Topics Containing Window	A list of the WiSACWIS topics associated with the window	Double-clicking on a topic opens the <i>Windows by Topic Information</i> window for that topic.
<Select a Window by Name> button	Opens the <i>Select a Window</i> window	Allows selection of a different window the user wants to view. Alternatively, the user can scroll sequentially through the windows using the record navigation buttons at the bottom of the window.
<Open Window – Database Fields Details> button	Opens the <i>Window – Database Fields Details</i> window	

1. Related Window – Window Screenshot

The *Window Screenshot* window provides a view of a sample screenshot of the window whose information is displayed on the *Window Information* window. Close the *Window Screenshot* window to return to the Data Dictionary.

Form View

2. Related Window – Windows by Topic Information

The *Windows by Topic Information* window provides a summary list of the windows associated with the specific WiSACWIS topic double-clicked on the *Window Information* window. This window is described in detail in section VI.G. *Maintain Windows by Topic Information Window*.

WiSACWIS Data Dictionary - [frmTopicWindow]

File Edit Insert Records Window Help

Windows by Topic Information

Topic Name: SM10A Out of Home Placements

Windows

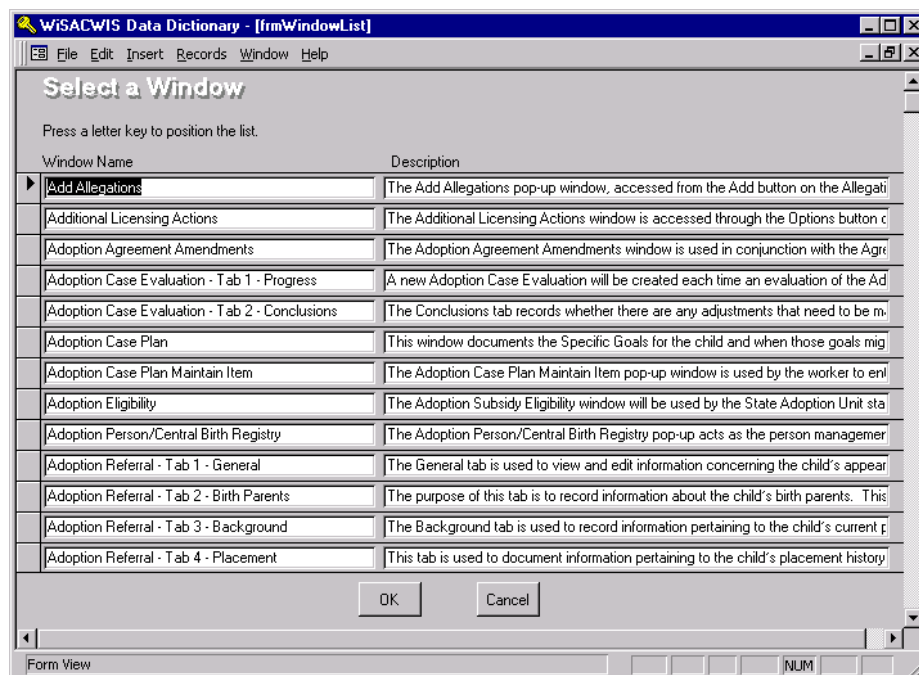
ID	Window Name	Screenshot
253	Adoption Agreement Amendments	Out of Home Placement - Adoption Agreement /
252	Agreements and Notices	Out of Home Placement - Agreements and Noti
244	CPS Non-Conforming Reasons	CPS Non-Conforming Reasons.jpg
241	CPS Placement Request	Out of Home Placement - CPS Placement Regu
250	In-Home Service - Tab 1 - Service	Out of Home Placement - In Home Service Ser
251	In-Home Service - Tab 2 - Provider	Out of Home Placement - In Home Service Pro
242	Out of Home Placement - Tab 1 - Service	Out of Home Placement - Service.jpg
247	Out of Home Placement - Tab 2 - Provider	Out of Home Placement - Provider.jpg
248	Placement Notifications	Out of Home Placement - Placement Notification
243	Removal from Home Reasons	Removal from Home Reasons.jpg

Select Topic Open CRUD Window Add a Window

Form View NUM

3. Related Window – Select a Window

The *Select a Window* window provides the user with the ability to select a particular WiSACWIS window to display on the *Maintain Window Information* window.



Field/Button	Description	Notes
Window Name	The name of the eWiSACWIS window	
Description	The beginning portion of the window description	
<OK> button	Closes the window and returns the selected window to the <i>Maintain Window Information</i> window for display	Double-clicking a Window row is analogous to selecting that Window and clicking the <OK> button.
<Cancel> button	Closes the window	
<any letter key>	Positions the list to the first Window Name that starts with the letter key pressed	A beep will sound if a key is pressed that does not correspond to a Window Name on the list.

4. Related Window – Window – Database Fields Details

The *Window – Database Fields Details* window provides the user with the ability to view and print the database fields content of the window.

Window - Database Fields Details

Window ID: 3

Window Name: Person Management - Tab 1 - Basic

Window Description: Person Management is organized as a folder with seven tabs. The Basic tab collects and displays demographic data.

Table	Field	Description (double-click to view entire Description)
COUNTY_PERSON_CROSS_REF	ID_CNTY_PRSN	The county's person id.

Form View FLTR NUM

Field/Button	Description	Notes
Window ID	The unique ID assigned to the window	
Window Name	The name of the eWiSACWIS window	
Window Description	A description of the window	
<Display Window> button	Opens the <i>Window Screenshot</i> window displaying a sample image of the window	See <i>VI.F.1 Related Window – Window Screenshot</i> for additional information.
<Print> button	Opens a report preview of the eWiSACWIS Windows and Database Fields Report for the window	See <i>IV.F eWiSACWIS Windows and Database Fields Report</i> for more information.
Table	The table containing the database field	
Field	A database field displayed on the window	
Description	The beginning portion of the description of this database field	Double-clicking on the Description field opens the View Description pop-up window that displays the entire description.

G. Maintain Windows by Topic Information Window

The *Maintain Windows by Topic Information* window shows a list of all windows associated with a WiSACWIS topic area.

Windows by Topic Information

Topic Name: PS Report:

ID	Window Name	
135	Current Address	Display Window
201	Description	Display Window
482	Intake Participant	Display Window
131	Intake/Inquiry Search	Display Window
132	Protective Services Report - Tab 1 - Participant	Display Window
134	Protective Services Report - Tab 2 - Basic	Display Window
136	Protective Services Report - Tab 3 - Allegation	Display Window
138	Protective Services Report - Tab 4 - Decision	Display Window
139	Protective Services Report - Tab 5 - R/T Matrix	Display Window
140	PS Report Narrative	Display Window

Buttons: Select Topic, Open Window Details, Open CRUD Window, Open Window - Database Fields Details, Add a Window to the Topic

Form View NUM

Field/Button	Description	Notes
Topic Name	The unique name for the topic area	
Description	A brief description of the topic area	
ID	The unique Data Dictionary ID for this window	
Window Name	The name of the window	Usually the name coincides with the text shown in the WiSACWIS title bar.
<Display Window> button	Opens the Window Screenshot window to display a sample image of the window	
<Select Topic> button	Opens the <i>Select a Topic</i> window	Allows selection of a different topic the user wants to view.
<Open Window Details> button	Opens the <i>Window Information</i> window	See VI.F. <i>Maintain Window Information Window</i> for details concerning this window.
<Open CRUD Window> button	Opens the <i>Topic Window CRUD Information</i> window	

Field/Button	Description	Notes
<Open Window – Database Fields Details> button	Opens the <i>Window – Database Fields Details</i> window	See <i>VI.F.4 Related Window – Window – Database Fields Details</i> for a description of this window.
<Add a Window to the Topic> button	Opens the <i>Select a Window</i> window for the purpose of associating another window to this topic area	

1. Related Window – Window Screenshot

The *Window Screenshot* window provides a view of a sample screenshot of the selected window from the *Windows by Topic Information* window. A more detailed description of this window can be found in section *VI.F.1. Related Window – Window Screenshot*.

WISACWIS Data Dictionary - [frmWindowDisplay : Form]

File Edit View Insert Format Records Tools Window Help

Type a question for help

Person Management - Web Page Dialog

eWiSACWIS

Print Spell Check Help

Basic Additional AKA Names Address Relationship Kinship/AFCARS Background Check

Name

ID: 9222773 Prefix: First Name: Alice MI: Last Name: Morgan Suffix: Save as AKA

Basic

Gender: Female U.S. Citizen: ☒ SSN: Birth Date: 03/18/1940 Birth Place: Death Date: 00/00/0000

Commitment#: - County Person ID:

Wisconsin Resident: Yes Primary Language: English

Religion: Interpreter Required

Marital Status:

Ethnicity

Primary Race: White Race: Ethnicity: Caucasian

Race: Indian Tribe: Tribal Reference #:

Hispanic/Latino: No

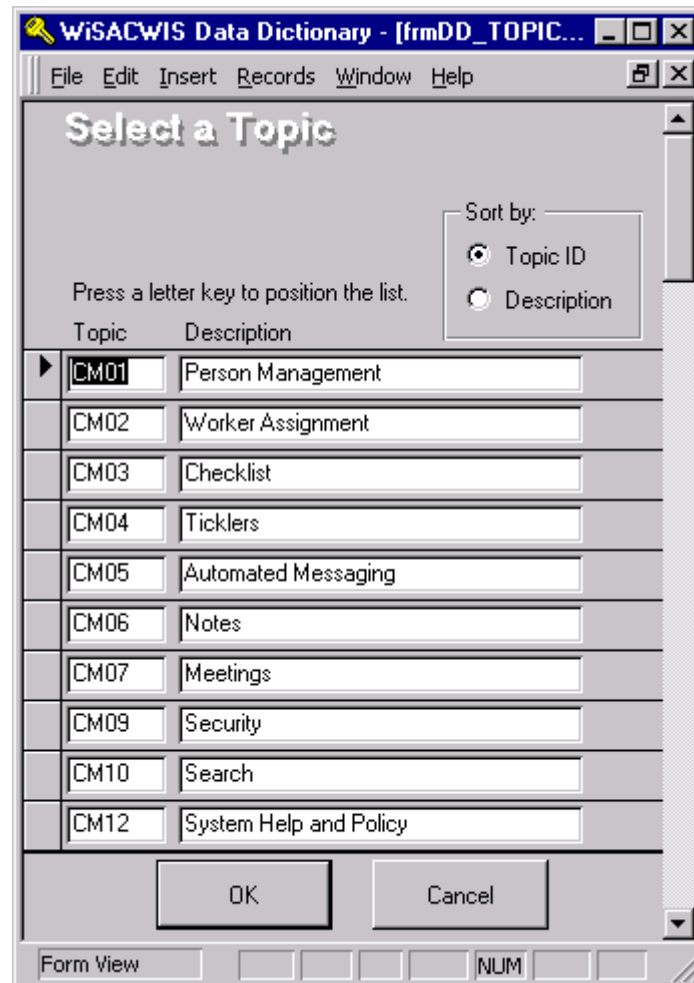
Indian Tribe 2:

Save Close

Form View NUM

2. Related Window – Select a Topic

The *Select a Topic* window provides the user with the ability to select a particular WiSACWIS topic to display on the *Windows by Topic Information* window.



Field/Button	Description	Notes
Topic	The assigned identifier for the topic	
Description	A descriptive name for the topic	
Sort By	Toggles between two different sort sequences for the list	The selected sort sequence affects letter key list positioning as described below.
<OK> button	Closes the window and returns the selected topic to the <i>Windows by Topic Information</i> window for display	Double-clicking a Topic row is analogous to selecting that Topic and clicking the <OK> button.
<Cancel> button	Closes the window	

Field/Button	Description	Notes
<any letter key>	Positions the list to the first topic that starts with the letter key pressed	If the Sort By is set to Topic ID, the letter key pressed will position the list on the first Topic ID starting with that letter. If the Sort By is set to Description, list positioning is based on the text of the Description field. A beep will sound if a key is pressed that does not correspond to a topic on the list.

3. Related Window – Topic Window CRUD Information

The *Topic Window CRUD Information* window provides details about the tables referenced by each WiSACWIS window and the type of reference by the window (i.e. record create, read, update, and/or delete).

WiSACWIS Data Dictionary - [frmTopicWindowCRUD]

File Edit View Insert Format Records Tools Window Help

Topic Window CRUD Information

Topic Name: SM01A PS Report

Window ID: 135

Window Name: Current Address

Description: The Current Address Information pop-up window documents the reported address associated with the incident and the date on which the incident is reported to have occurred.

Tabbed Window ☐ Popup Window ☒

Number of Fields: 12 Number of Other Controls: 3

Window CRUD Matrix

Table Name	Create	Read	Update	Delete
ADDRESS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CPS_REPORT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Open Window - Database Fields Details

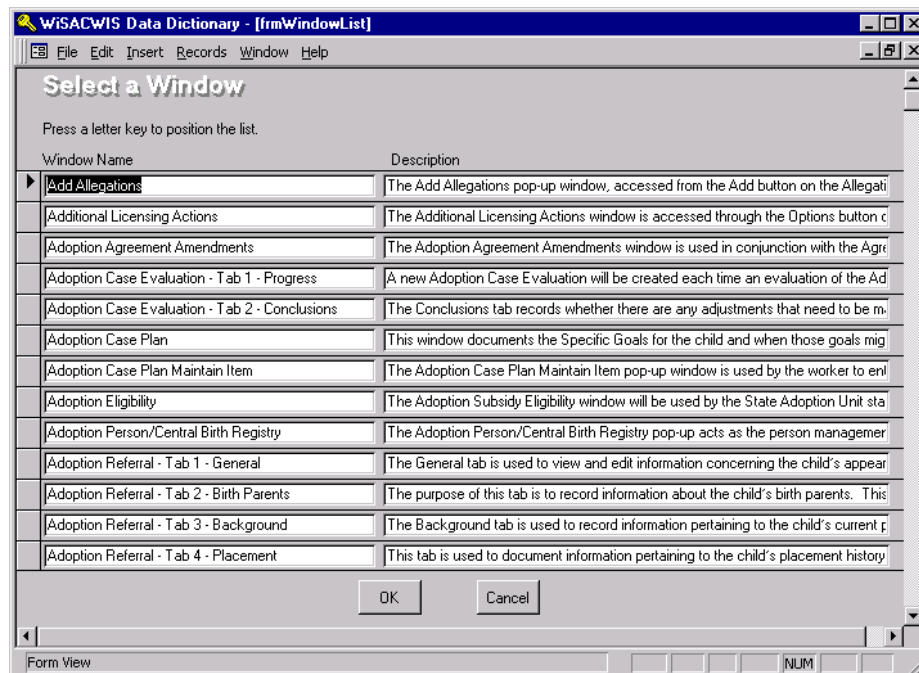
Form View FLTR NUM

Field/Button	Description	Notes
Topic Name	The unique name for the topic area	
Description	A brief description of the topic area	
Window ID	The unique Data Dictionary ID for this window	

Field/Button	Description	Notes
Window Name	The name of the window	Usually the name coincides with the text shown in the WiSACWIS title bar.
Description	A brief description of the purpose or functionality of the window	
Tabbed Window	An indication of whether or not the window contains tabs	
Pop-up Window	An indication of whether or not the window is a pop-up window	
Number of Fields	The approximate number of data fields contained on the window	
Number of Other Controls	The number of other controls other than data fields (e.g. buttons) contained on the window	
Window CRUD Matrix - Table Name	The unique name of a WiSACWIS table that is associated with the window	
- Create	A checkmark signifies that at least one row of the table may be created by the window's functionality	
- Read	A checkmark signifies that at least one row of the table may be read by the window's functionality	
- Update	A checkmark signifies that at least one row of the table may be updated by the window's functionality	
- Delete	A checkmark signifies that at least one row of the table may be deleted by the window's functionality	
<Open Window – Database Fields Details> button	Opens the <i>Window – Database Fields Details</i> window	See VI.F.4 Related Window – <i>Window – Database Fields Details</i> for a description of this window.

4. Related Window – Select a Window

The *Select a Window* window provides the ability to add another window to the topic displayed on the *Windows by Topic Information* window. This window is displayed when the <Add a Window to this Topic> button is clicked on the *Windows by Topic Information* window.



Field/Button	Description	Notes
Window Name	The name of the WiSACWIS window	
Description	The beginning portion of the window description	
<OK> button	Closes the window and returns the selected window as a new row on the <i>Windows by Topic Information</i> window	Double-clicking a Window row is analogous to selecting that Window and clicking the <OK> button.
<Cancel> button	Closes the window without adding a new row on the <i>Windows by Topic Information</i> window	
<any letter key>	Positions the list to the first Window Name that starts with the letter key pressed	A beep will sound if a key is pressed that does not correspond to a Window Name on the list.

VII. System Interface Support Menu Windows

This section shows and describes the windows that are directly and indirectly accessible from the *System Interface Support Menu*. Indirectly accessible windows are listed as *Related Windows*.

A. Replicated Database Data Mapping Spreadsheet by Table

The *Replicated Database Data Mapping Spreadsheet by Table* function creates a tool that assists counties in mapping data in their existing local systems to WiSACWIS data elements. This data mapping activity is useful if a county will be developing at least one of the following: 1) ad hoc reports of WiSACWIS data that will be compared, combined, or contrasted with other county data; 2) an ongoing interface between WiSACWIS and their local system(s). The spreadsheets created from this process are in Microsoft Excel 97 format. The spreadsheets are stored in the L:\Statewide_Sacwis\Project Management\Workgroups\County Data Mapping Spreadsheets folder. Spreadsheets generated from the transportable version of the Dictionary are stored in the same folder as the transportable Dictionary .MDB file.

Each Data Mapping Spreadsheet contains the WiSACWIS field information for the selected table on the left side of the spreadsheet. The valid code values are included for coded WiSACWIS fields. The right side of each spreadsheet contains blank fields that counties can use to add their pertinent data mapping information (i.e. county table and field names and matching code values).

Seq	Field Name	Length	Data Type	Code Value	Field Desc	Code Desc	Required	County Table	County Field	County Code Value	County Field Desc
1	ID_CPS	9	Numeric		Unique ID of the CPS Intake.		Yes				
2	CD_MTHD	1	Text		Report method code from reference code CODE DESC STATIC, ID GROUP = CPSMTHD.		Yes				
	Code Values:			00001	Fax						
				00002	Email						
				00003	In Person						
				00004	Phone						
				00005	Voice Mail						
				00006	Written						
3	CD_LANG	5	Numeric		Reference code for the primary language spoken. See ref table CODE DESC; group LANGUAGE.						
	Code Values:			00001	Cambodian						
				00002	Chinese						
				00003	Farsi						
				00004	French						
				00005	German						
				00006	Haitian						
				00007	Hungarian						
				00008	Iranian						
				00009	Italian						
				00010	Laotian						
				00011	Latvian						
				00012	Lithuanian						
				00013	Polish						

Field	Description	Notes
Spreadsheet Header	After the dash is the WiSACWIS Replicated table name	

Field	Description	Notes
Seq	The logical sequence of the field within the WiSACWIS table	
Field Name	The name that uniquely identifies the field within the WiSACWIS table	
Length	The display length of this data field	
Data Type/Code Value	The type of data stored in this field (e.g. numeric, text, date) or, if this spreadsheet row is displaying code values, a valid WiSACWIS code value for this coded field	
Field Desc/Code Desc	A brief description regarding the contents of this field or, if this spreadsheet row is displaying code values, the meaning of the code value	
County Table	A blank cell for the mapped county table name	County data analysts will use this field to document the county table that maps to this interface field.
County Field	A blank cell for the mapped county field within the county table referred to above	County data analysts will use this field to document the county field that maps to this interface field.
County Code Value	A blank cell for the mapped county code value	County data analysts will use this field to document the county code value that maps to the interface field code value.
County Field Desc/County Code Desc	A blank cell for the description of the mapped field or, if this spreadsheet row is displaying code values, for the description of the mapped code value	County data analysts will use this field to document either the mapped field's description or the mapped code value's description.

1. Related Window – Select a Replicated Table for Generating the Data Mapping Spreadsheet Window

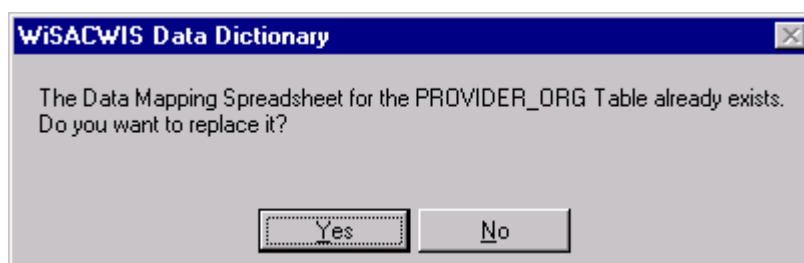
The *Select a Replicated Table for Generating the Data Mapping Spreadsheet* window provides the user with a list of all the WiSACWIS Replicated tables available for producing a Data Mapping Spreadsheet.

Field/Button	Description	Notes
Table Name	The name of the WiSACWIS Replicated Table available for selection	
<Select Table> button	Runs the process to create and format the Data Mapping Spreadsheet for the selected table	If the Data Mapping Spreadsheet for the selected table already exists, a warning message is displayed that provides the user with the option to continue or cancel the operation. Double-clicking a Table row is analogous to selecting that Table and clicking the <Select Table> button. The window remains open to allow for the creation of multiple Data Mapping Spreadsheets.
<Cancel> button	Closes the window	

Field/Button	Description	Notes
<any letter key>	Positions the list to the first Table Name that starts with the letter key pressed	A beep will sound if a key is pressed that does not correspond to a Table Name on the list.

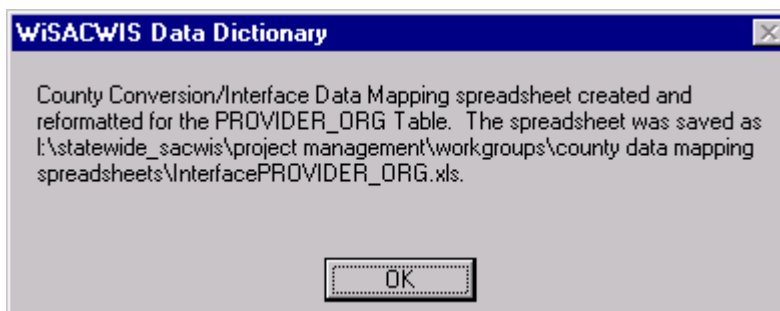
2. Related Window – Data Mapping Spreadsheet Exists Warning Pop-up Window

The *Data Mapping Spreadsheet Exists Warning Pop-up* window warns the user that the Data Mapping Spreadsheet for the selected table already exists, and provides the user with the option of overlaying the existing spreadsheet or canceling the operation.



3. Related Window – Data Mapping Spreadsheet Created Pop-up Window

The *Data Mapping Spreadsheet Created Pop-up* window is displayed after the Data Mapping Spreadsheet has been created for the selected table. The message contains the path and file name for the spreadsheet file.



B. Tables Included in County Replicated Database Report

The *Tables Included in County Replicated Database Report* displays the list of tables that are included in each county's WiSACWIS Replicated Database. Some tables are optional and are only populated with data if a county chooses. See *IV.G. Tables Included in County Replicated Database Report* for a description of this report.

Table Name	Description	Optional?
ADDRESS	This table maintains all ADDRESS information pertaining to a PERSON, except Intake Report (Report and Referral). Address detail consists of home, business and any other address that is identified as required for WMSACWIS processing. Processes of CM01 (Manage Person) build and maintain this information.	
AGREEMENT	The AGREEMENT table contains information about agreements between DHFS or the county agency, and adoptive/fosterbirth parents regarding Case Participants' placement. Processes of SM10a create and maintain this information.	
ALLEGATION	This table maintains information pertaining to an accusation of a specific occurrence of abuse/neglect. An ALLEGATION is communicated through one CPS REPORT, but there can be multiple allegations in a CPS REPORT. An allegation is formed for each combination of alleged victim, alleged maltreater, and CAN code. Processes of SM01a (CPS Reports) and SM06a (Assessment) build and maintain the allegation information.	
ALLEGATION_CD	This table links allegation codes and descriptions to CAN Codes.	
APPROVAL	The APPROVAL table stores information about all Approvals in WMSACWIS. All related WMSACWIS processes build and maintain this data.	Yes
APPROVAL_HISTORY	This table maintains history information for individual APPROVAL records.	Yes
ASSESSMENT	The ASSESSMENT table contains information about the assessment/study that is conducted by the worker for a specific case. Information such as case identification information, approval information, and dates. Processes of SM07 (Assessment) create and update assessment information.	Yes
ASSET	The ASSET table maintains Case Participant-specific information to the assets that Case Participants have over a period of time. SM13a (Case Participant Information) processes build and maintain this table.	
ASSIGN_CATEGORY	The ASSIGN_CATEGORY table defines categories, types, responsibilities, and roles for worker assignments.	

C. Maintain Replication Tables Window

The *Maintain Replication Tables* window provides the ability to view and maintain the tables included in each County Replicated Database (REPL). This process is for documentation purposes only. Please refer to the WiSACWIS Replicator documentation for instructions on including or excluding certain tables from a county replication process.

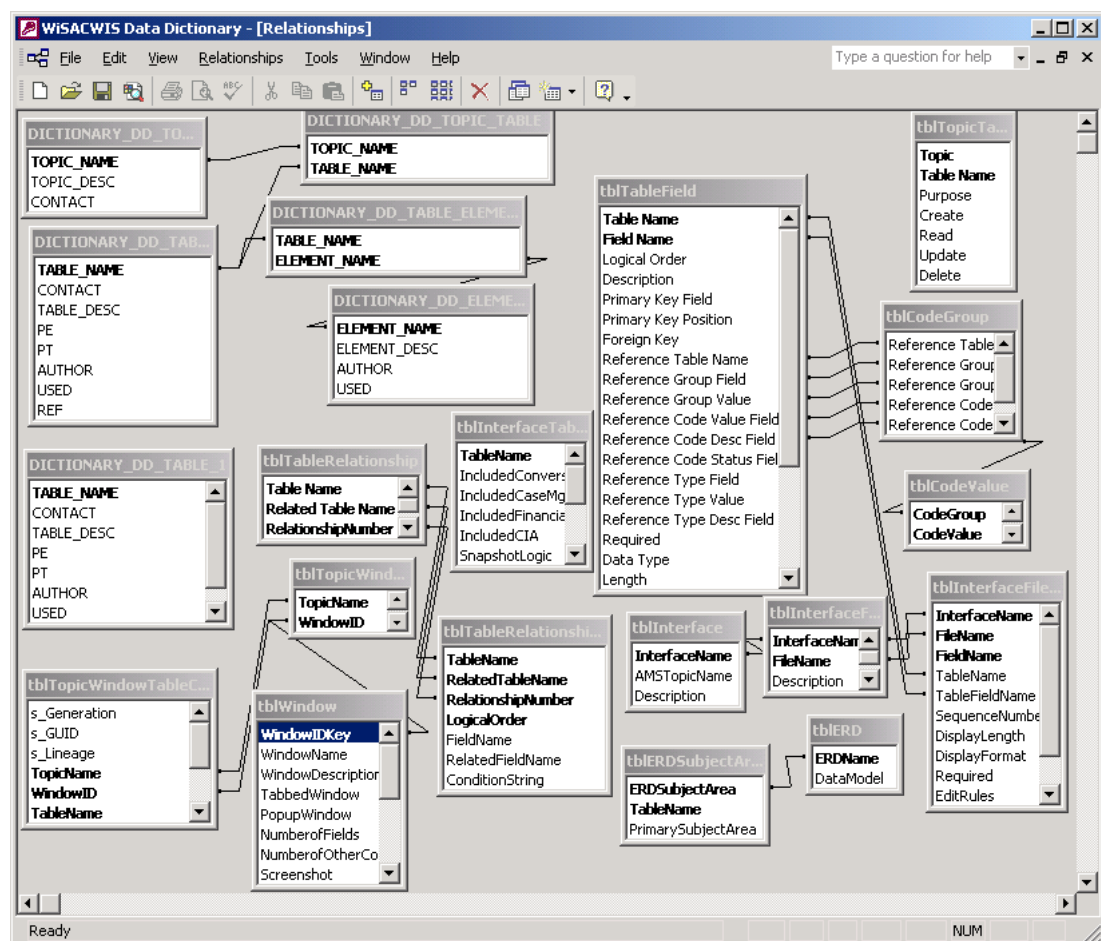
Field/Button	Description	Notes
View Option	Toggles the window view to include all WiSACWIS tables or only those included on the Replicated Database	
Number of Tables in REPL	The number of tables included in the Replicated Database	
Table Name	The unique name of a WiSACWIS table	
Included in REPL	An indicator that a table is included on the Replicated Database	Clicking the checkbox to display a check signifies that a table is included on the Replicated Database.

VIII. Data Models Menu Windows

This section shows and describes the windows that are directly accessible from the *Data Models Menu*.

A. View Data Dictionary Data Model Window

The *View Data Dictionary Data Model* window provides the Data Dictionary user with insights into how the data within the Dictionary is organized. Each Data Dictionary table is displayed along with the columns included in each table. The lines between the tables depict table relationships.



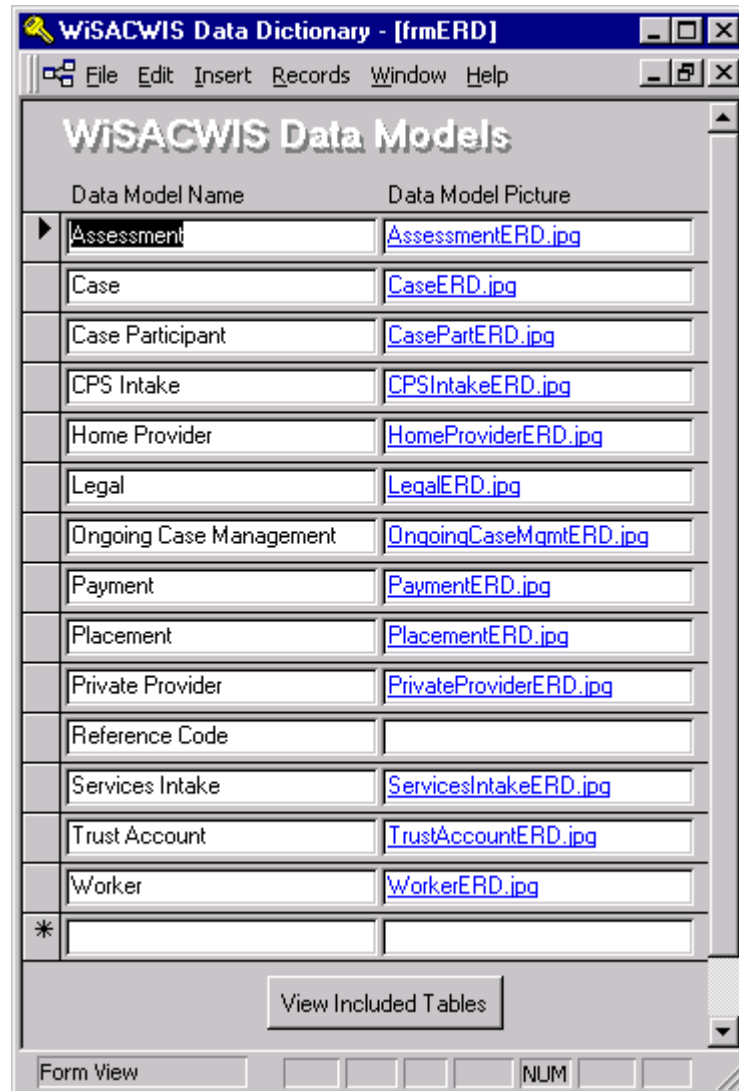
WiSACWIS Data Dictionary tables include:

- DICTIONARY_DD_TOPIC is a linked Oracle table used to store base WiSACWIS topic information.
- DICTIONARY_DD_TABLE is a linked Oracle table used to store base WiSACWIS table information.
- DICTIONARY_DD_ELEMENT is a linked Oracle table used to store base WiSACWIS data element information.
- DICTIONARY_DD_TOPIC_TABLE is a linked Oracle associative table used to relate topics to tables.

- **DICTIONARY_DD_TABLE_ELEMENT** is a linked Oracle associative table used to related data elements to tables.
- **tblTopicTable** is an MS Access table used to store detailed information about the association of topics and tables.
- **tblTableField** is an MS Access table used to store detailed information about the association of tables and fields (a.k.a. data elements).
- **tblTableRelationship** is an MS Access associative table used to relate tables to other tables.
- **tblTableRelationshipField** is an MS Access table used to store detailed field-level information about table to table relationships.
- **tblCodeGroup** is an MS Access table used to associate coded fields with valid codes and descriptions for that field.
- **tblCodeValue** is an MS Access table used to store valid codes and descriptions for code WiSACWIS database fields.
- **tblWindow** is an MS Access table used to store information about each window in the WiSACWIS online application.
- **tblTopicWindow** is an MS Access table used to associate a WiSACWIS topic with the various windows included in the topic area.
- **tblTopicWindowTableCRUD** is an MS Access table used to store detailed information about the association of tables with windows and topics.
- **tblERD** is an MS Access table used to store names and hyperlinks to pictures of the Entity Relationship Diagrams (a.k.a. data models) documented in the Data Dictionary.
- **tblERDSubjectArea** is an MS Access table used to store detailed information about the tables associated with each Entity Relationship Diagram .
- **tblInterface** is an MS Access table used to store general information about interfaces between WiSACWIS and local county systems.
- **tblInterfaceFile** is an MS Access table used to store general information about the interface files or tables included with each of the WiSACWIS/County System interfaces.
- **tblInterfaceFileField** is an MS Access table used to store detailed information about the fields that comprise the files or tables in each of the WiSACWIS/County System interfaces.
- **tblInterfaceTable** is an MS Access table used to store general information about the source or target WiSACWIS tables that are involved in WiSACWIS/County System interfaces.

B. WiSACWIS Data Models Window

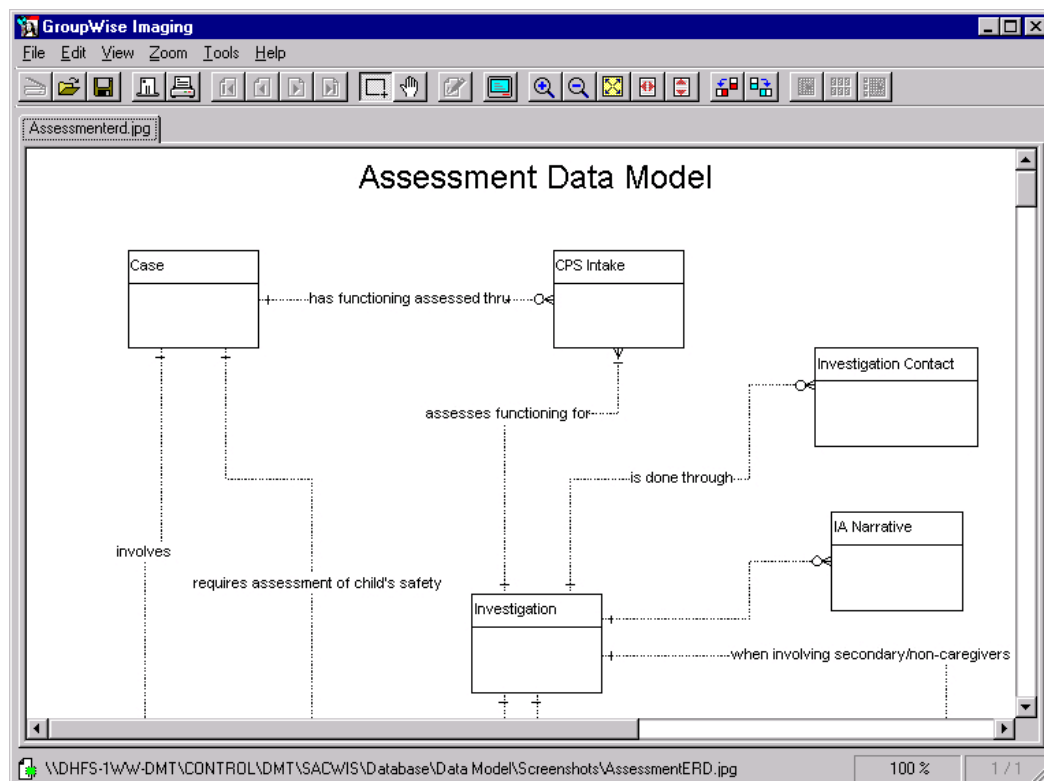
The *WiSACWIS Data Models* window shows the Data Models available in the Data Dictionary and provides a hyperlink to a picture of each model.



Field/Button	Description	Notes
Data Model Name	The name of the Data Model	
Data Model Picture	The name of the data model picture file	Clicking on the file name opens the <i>View Data Model</i> window. Right clicking in the Data Model Picture field opens a dialog to maintain the data model picture file name.
<View Included Tables> button	Opens the <i>Data Model – Included Tables</i> window	

1. Related Window – View Data Model Window

The *View Data Model* window provides a view of the data model picture for the Data Model selected on the *WiSACWIS Data Models* window. The application used to display the picture may vary depending on the image viewing software (e.g. Groupwise Imaging, MS Photo Editor, Internet Explorer) installed on the Data Dictionary user's computer and the software program set as the default .JPG file viewer. Close the *View Data Model* window to return to the Data Dictionary.



2. Related Window – Data Model – Included Tables Window

The *Data Model – Included Tables* window provides a list of the WiSACWIS tables contained in the Data Model selected on the *WiSACWIS Data Models* window.

Field/Button	Description	Notes
Data Model Name	The name of the Data Model	
Table Name	The name of the WiSACWIS table included in the Data Model	
<View Data Models for Selected Table> button	Opens the <i>Data Models Containing a Table</i> window for the selected table	

3. Related Window – Data Models Containing a Table Window

The *Data Models Containing a Table* window provides a list of the Data Models that contain the table selected on the *Data Model – Included Tables* window. This window is inquiry only.

Field/Button	Description	Notes
Table Name	The name of the WiSACWIS table included in a Data Model	
Description	A description of the table	
Data Models	The name of the Data Models that contain the table	

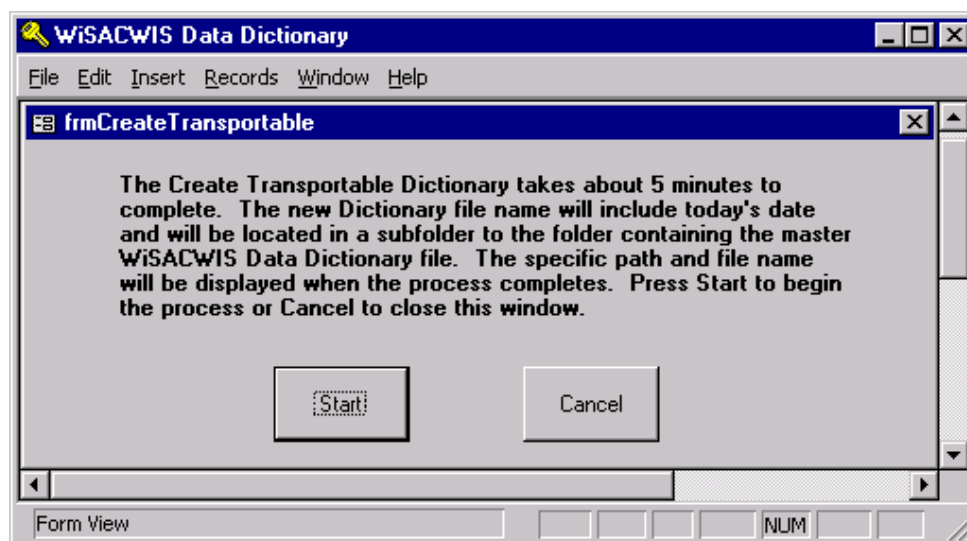
IX. Data Dictionary Utilities Menu Windows

This section shows the functions and processes available on the *Data Dictionary Utilities Menu* for maintaining, refreshing, and distributing the Data Dictionary. This menu is not available in the transportable Dictionary.

A. Create a Transportable WiSACWIS Data Dictionary Window

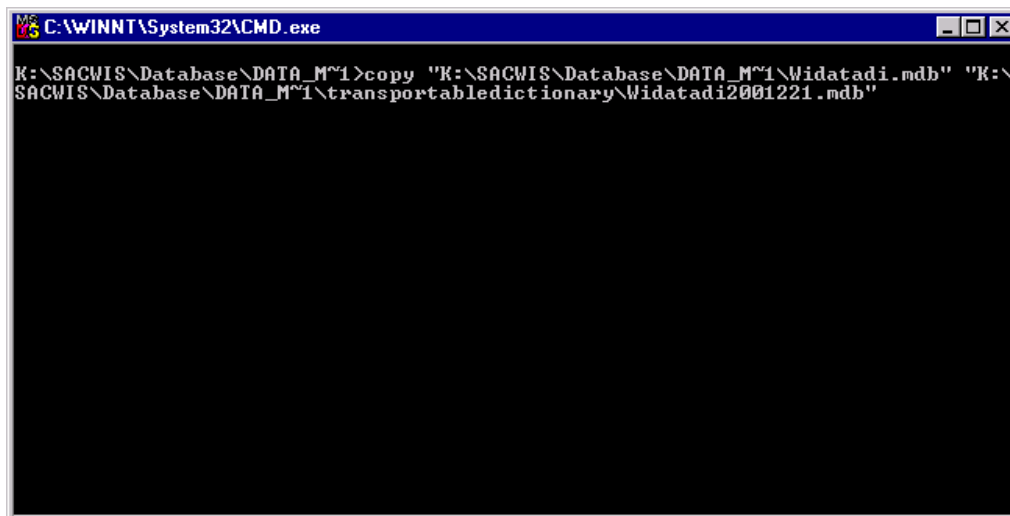
This process creates a new Data Dictionary file that breaks its ties to Oracle. This allows sharing of the resulting file with county WiSACWIS users and others. The standalone Microsoft Access database created by this process is distributed via the WiSACWIS Knowledge Center web site. It is a valuable resource for WiSACWIS users and support staff who are designing or developing ad hoc reports and queries utilizing the Replicated Database.

The first window shown below allows the user to initiate or cancel the process.



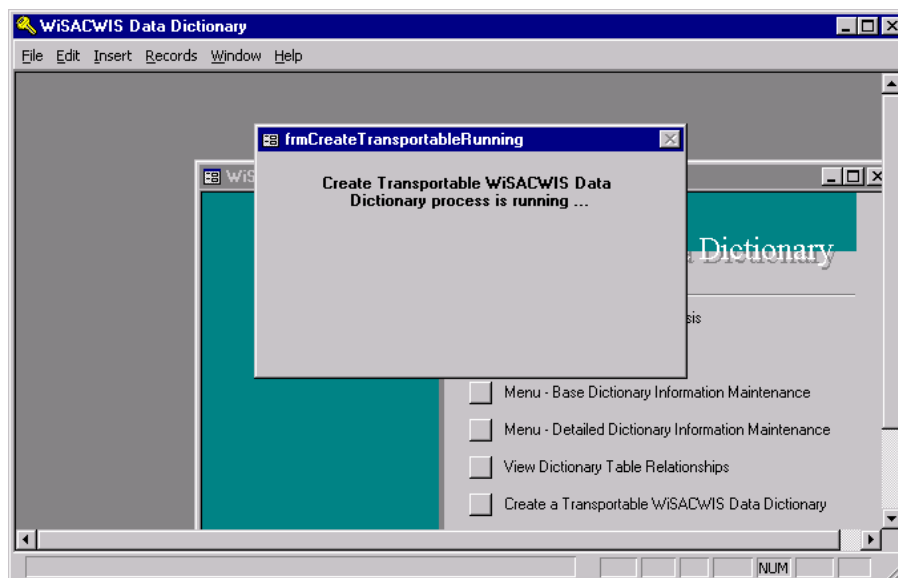
1. Related Window – MS-DOS Prompt

The MS-DOS Prompt window shows the execution of the batch file (.BAT) that the process creates in order to copy the Master Data Dictionary to a different file name in a different folder. The user does not have to respond to this window. It will display for a few seconds and then close as the process continues.



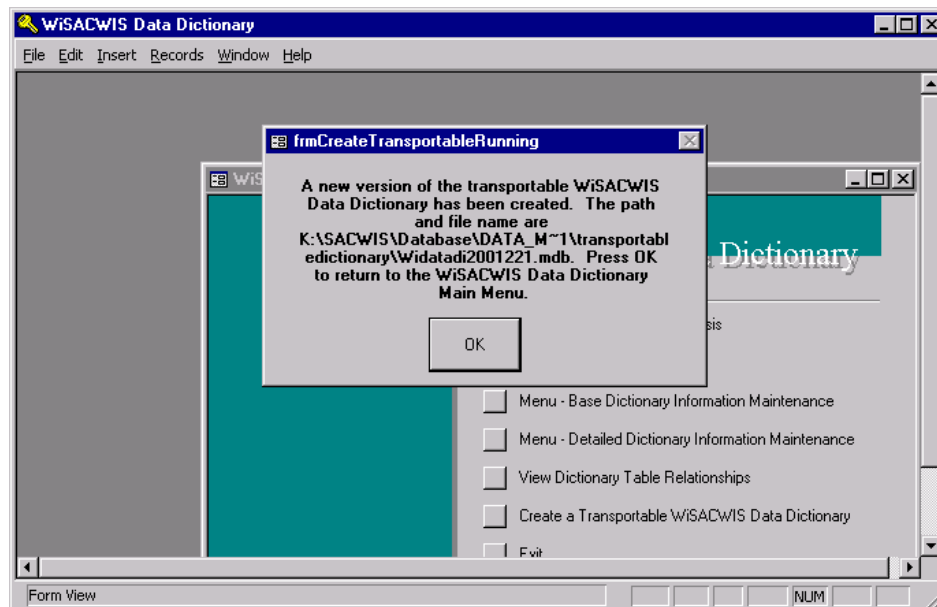
2. Related Window – Create Transportable Data Dictionary Process Is Running

This window displays a message to note that the process is still running. A progress meter (not shown below) is displayed at the bottom of the window to show relative progress of the process.



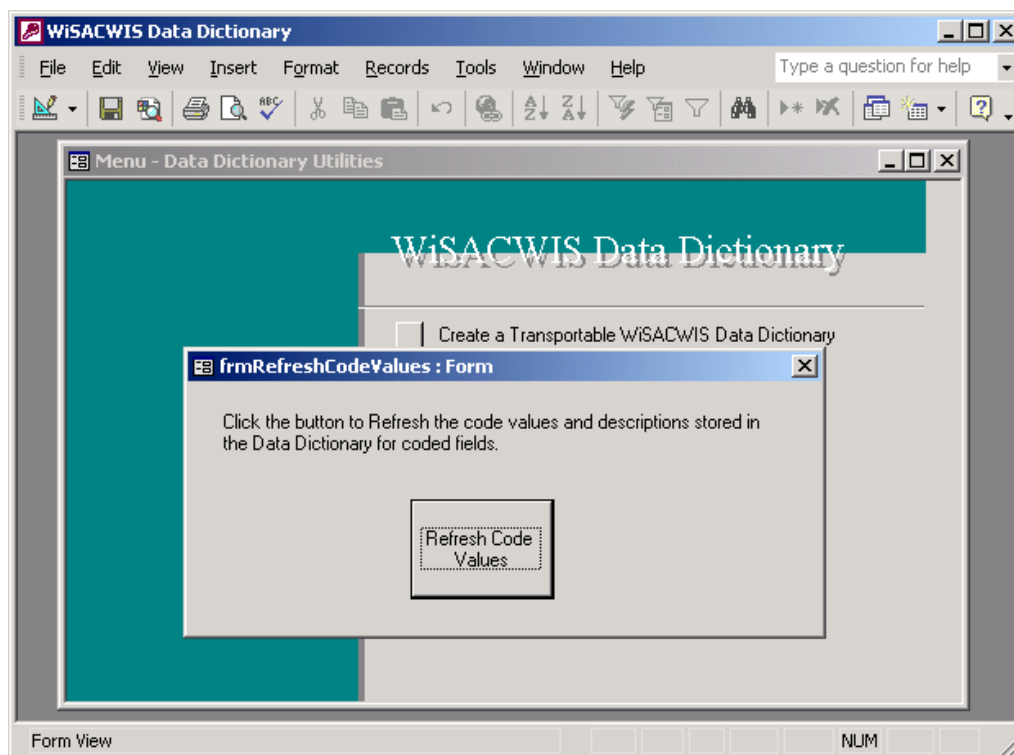
3. Related Window – Create Transportable Data Dictionary Process Completed

This window signifies the completion of this process. The new transportable Data Dictionary file name and path are displayed on this window.



B. Refresh Code Values Window

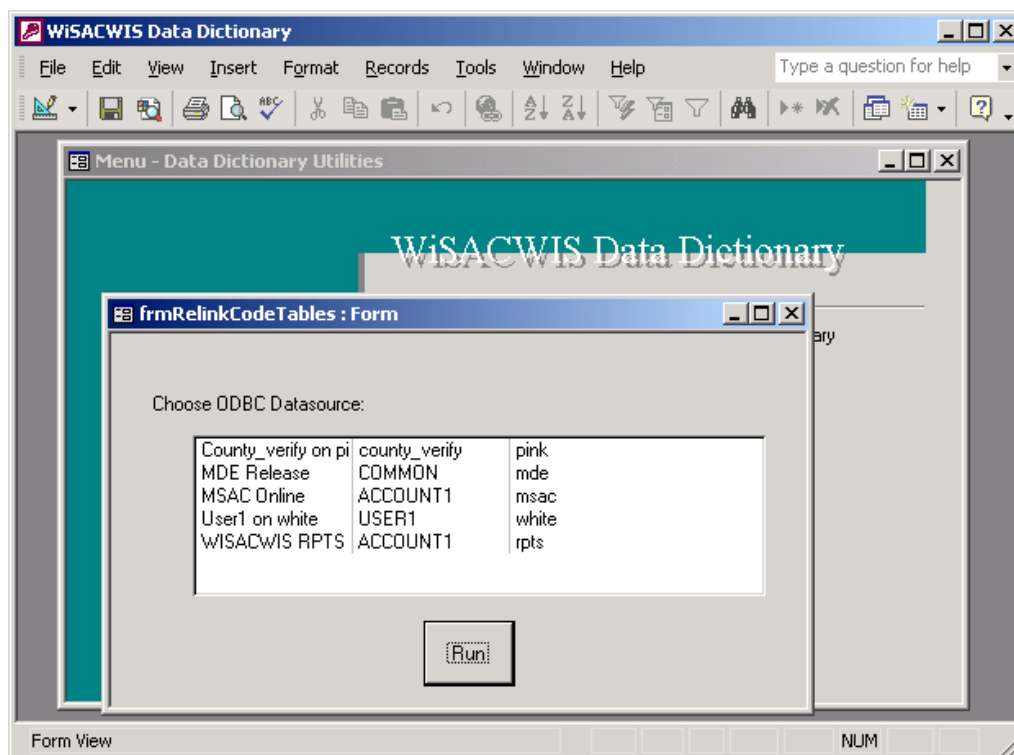
The *Refresh Code Values* window allows the Data Dictionary administrator to update the code values stored in the Dictionary for coded fields. These code values are displayed on several Dictionary windows and reports. A valid login for a WiSACWIS Oracle database environment is required to run this process. The database environment accessed for this process is dependent on the selection made with the *Relink Code Tables* window. See *Section IX.C.* for more information.



Field/Button	Description	Notes
<Refresh Code Values> button	Runs the Refresh Code Values process	The code values are retrieved from the WiSACWIS Oracle database environment specified by the <i>Relink Code Tables</i> process. Coded fields are specified by entering appropriate values in the Reference Table, Ref Group Field, Ref Group Value, Ref Code Value Field, Ref Code Desc Field, and Ref Code Status Field fields on the <i>Table Element Details</i> window. See <i>Section VI.C.2.</i> for more details.

C. Relink Code Tables Window

The *Relink Code Tables* window allows the Data Dictionary administrator to select the WiSACWIS Oracle environment to use for refreshing the code values stored in the Data Dictionary. The code values for coded fields are stored redundantly in the Data Dictionary to make them available in the Transportable Dictionary and to simplify the process of displaying the values on reports and windows in the Dictionary.



Field/Button	Description	Notes
Choose ODBC Datasource	The ODBC Datasource name, service name, and User ID for the available WiSACWIS Oracle database environments. Click on a line to highlight it and select a specific WiSACWIS Oracle environment.	The ODBC parameters for the available WiSACWIS Oracle database environments are stored in the tblODBCRefTableDatasources table. This table can be maintained in datasheet view from the MS Access Tables tab. The tnsnames.ora file and ODBC datasources need to be set up correctly on the Data Dictionary administrators computer for this process to work correctly.
<Run> button	Runs the <i>Relink Code Tables</i> process	

D. Add New Table Window

- The *Add New Table* window allows the Data Dictionary administrator to create the base information needed to document a new table in the Data Dictionary. The Create Table SQL for the new table is pasted into the large text box of this window. When the <Update Dictionary> button is pressed, the DICTIONARY_DD_TABLE, DICTIONARY_DD_ELEMENT, DICTIONARY_DD_TABLE_ELEMENT, and tblTableField tables are populated with information parsed from the SQL. As stated in the Note on the window, the Create Table SQL should contain the word “Constraints” in it. The parsing routine is looking for it. If it is not in the SQL for some reason, then the Data Dictionary administrator should add the word after the last column definition. Additional information (e.g. definitions, relationships) needs to be added manually using the appropriate Data Dictionary window to fully document a new table and its columns in the Dictionary.

Field/Button	Description	Notes
Create Table DDL	The Create Table SQL statement for the new table is pasted into the large textbox	The word “Constraints” needs to be added after the last column definition if it is not present in the SQL.
<Update Dictionary> button	Runs the parsing routine	
<Clear SQL> button	Clears the large textbox	Useful if adding more than one table.

E. Add New Column Window

- The *Add New Column* window allows the Data Dictionary administrator to create the base information needed to document a new column in an existing table in the Data Dictionary. The Alter Table SQL for the new column is pasted into the large text box of this window. When the <Update Dictionary> button is pressed, the DICTIONARY_DD_ELEMENT, DICTIONARY_DD_TABLE_ELEMENT, and tblTableField tables are populated with information parsed from the SQL. Additional information (e.g. definitions, code values) needs to be added manually using the appropriate Data Dictionary windows to fully document a new field in the Dictionary.

Field/Button	Description	Notes
Alter Table Add Column DDL	The Alter Table Add Column SQL statement for the new column is pasted into the large textbox	
<Update Dictionary> button	Runs the parsing routine	
<Clear SQL> button	Clears the large textbox	Useful if adding more than one column.

X. Window – Database Fields Association Menu Windows

This section shows and describes the windows and functions available to the Data Dictionary administrator for the purpose of populating or repopulating the eWiSACWIS window to database fields association data stored in the Dictionary. This menu and the associated windows and functions are not available in the transportable Dictionary.

A. Parse eWiSACWIS JSPs to Associate Windows and DB Fields Window


The *Parse eWiSACWIS JSPs to Associate Windows and DB Fields* window provides the Data Dictionary administrator with the ability to load or refresh the information stored in the Dictionary about which database fields appear on which eWiSACWIS window. This is done by parsing eWiSACWIS Java Server Pages (JSP) code looking for references to database fields. A copy of each eWiSACWIS JSP is available at L:\e_sacwis\JSP in the DHFS environment. The parsing routine contained in this window uses the tblWindow table to determine which JSP(s) to parse for each window. It also contains identifying information for tabs and headers for parsing tabbed eWiSACWIS windows. WiSACWIS Topics are parsed one at a time or the administrator can elect to parse all JSPs at one time. Since, in some cases, the JSPs do not contain a reference to all fields appearing on the eWiSACWIS window, additional window-field references are documented in the tblWindowFieldExceptions table. This table is maintained by the window described in *Section X.B. Maintain Window – Database Fields Exceptions Window*.


Field/Button	Description	Notes
Topic to Parse	The Data Dictionary administrator can select the WiSACWIS Topic to parse by selecting an item from the dropdown. The administrator can also select "All" to parse all Topics.	

Field/Button	Description	Notes
Erase Window-Fields table before parsing	A checkmark in this box causes all rows in the tblWindowField table to be deleted prior to running the parsing routine.	If this box is not checked then window-field association rows found by the parser are appended to the tblWindowField table. Duplicated rows do not cause any problems with the parser.
Append Window-Fields Exceptions after parsing	A checkmark in this box causes all rows in the tblWindowFieldsExceptions table to be appended to the tblWindowField table.	If parsing a Topic at a time, this checkbox only needs to be checked once.
<Update Dictionary> button	Runs the parsing routine with the options selected.	

B. Maintain Window - Database Fields Exceptions Window

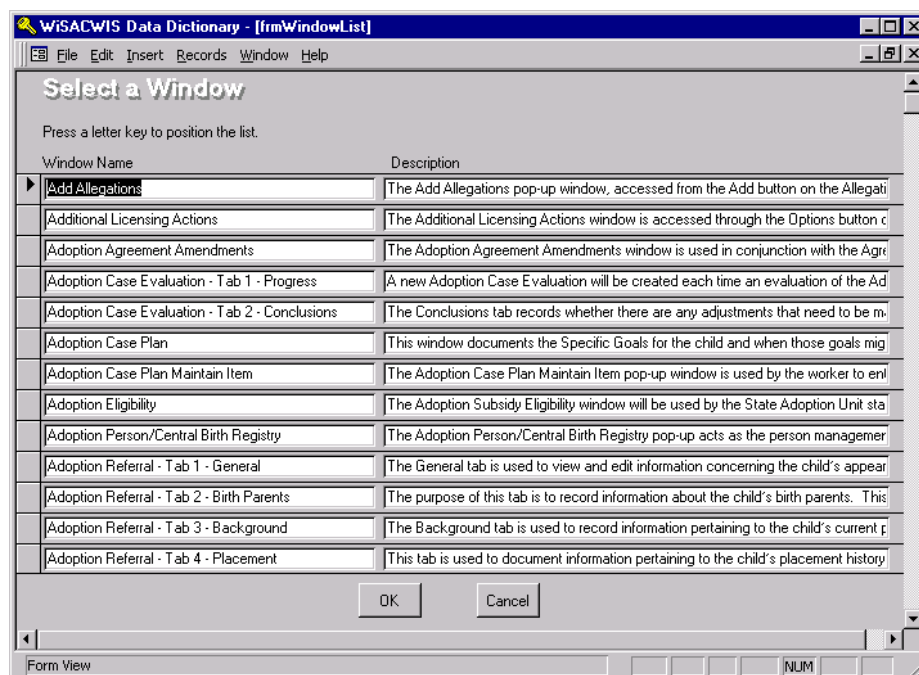
The *Maintain Window – Database Fields Exceptions* window is available to the Data Dictionary administrator to add eWiSACWIS window to database field references that are not captured by the JSP parsing routine described above.

Field	Description	Notes
Window ID Key	The unique ID of the eWiSACWIS window	Display only. The window is selected by using the <Insert> button  .
Window Name	The name of the window	Display only.
Description	A description of the window	Display only
Table Name	The name of the WiSACWIS Table that contains the missing data field.	This dropdown only contains values documented on the <i>Topic Window CRUD Information</i> window (see <i>Section VI.G.3.</i>). If the table containing the missing field is not present, add the table CRUD information to the <i>Topic Window CRUD Information</i> window, close the <i>Maintain Windows – Database Fields Exceptions</i> window, re-open it, and continue working.
Field Name	The name of the missing data field.	This dropdown only contains the fields for the table selected in the Table Name dropdown.

Field	Description	Notes
JSP Name	Select the JSP that should have contained the missing field.	For documentation purposes only.
Window Label	Enter the label for the missing data field on the window.	For documentation purposes only.
<Add Record for Current Window> button	Click this button to add another missing field to the window currently being displayed	
<Edit Current Record> button	Click this button to edit the information in the current Window-Fields Exception	
<Save Record> button	Click this button to save the current record	
<Delete Record> button	Click this button to delete the current record	
<Insert> button 	Opens the <i>Select a Window</i> window	
Record navigation buttons and field	Allows navigating through the existing Window-Fields Exception records	

1. Related Window – Select a Window

The *Select a Window* window provides the Data Dictionary administrator with the ability to select a particular WiSACWIS window to display on the *Maintain Windows – Database Fields Exceptions* window. See *Section VI.F.3.* for more information.



C. Maintain Window - JSP Relationships Window

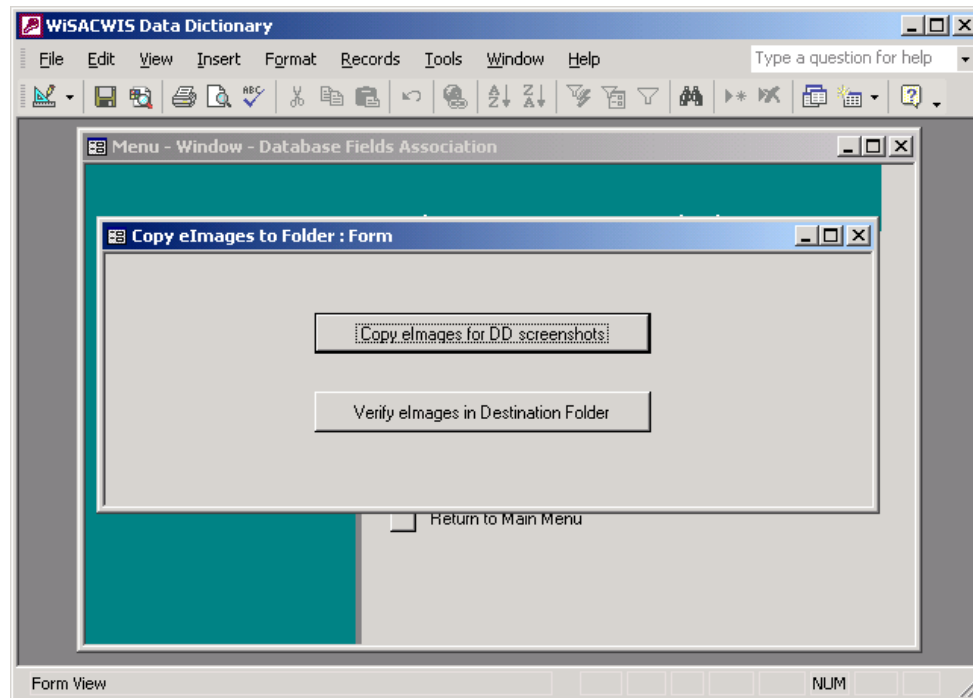
The *Maintain Window – JSP Relationships* window is actually just the datasheet view of the *Maintain JSPs and new screenshots* query. This query shows the pertinent data needed to direct the JSP parsing process. Data can be maintained or added directly to this query.

WindowIDKey	TopicName	WindowName	JSPName	TabName	HeaderName	ExtraJSPName	ePageShotName
104	PM02A	Bed Reservation	pm02a_BedReservation.jsp				bedreservation.gif
461	PM02A	Edit Unlicensed Services	pm02a_EditUnlicensedServices.jsp				editunlcns_sp_sav
95	PM02A	Home Provider - Tab 1 - Home	pm02a_HomeProvider.jsp	divHome	BasicInfo	pm02a_HomeTab.jsp	homeprvdhometab
96	PM02A	Home Provider - Tab 2 - Members	pm02a_HomeProvider.jsp	divMembers	BasicInfo	pm02a_MembersTab.jsp	homeprvdmembtab
97	PM02A	Home Provider - Tab 3 - Characteristics	pm02a_HomeProvider.jsp	divCharacterist	BasicInfo	pm02a_CharTab.jsp	homeprvdchartab
98	PM02A	Home Provider - Tab 4 - Services	pm02a_HomeProvider.jsp	divServices	BasicInfo	pm02a_ServicesTab.jsp	homeprvdsrvctab
99	PM02A	Home Provider - Tab 5 - Training	pm02a_HomeProvider.jsp	divTraining	BasicInfo	pm02a_TrainingTab.jsp	homeprvdtmngtab
101	PM02A	Member Status	pm02a_MemberStatus.jsp				memstat_bp_save
485	PM02A	Parent Agency History	pm02a_ParentAgencyHistory.jsp				pah_price_newpa
489	PM02A	Provider Repayment Method	pm02a_ProviderRepaymentMethod.jsp				prvdrepay_lafayett
461	PM02B	Edit Unlicensed Services	pm02a_EditUnlicensedServices.jsp				editunlcns_sp_sav
106	PM02B	Private Provider - Tab 1 - Provider	pm02b_PrivateProvider.jsp	divProvider	BasicInfo		privprvdprovtab_wfl
108	PM02B	Private Provider - Tab 2 - Characteristics	pm02b_PrivateProvider.jsp	divCharacterist	BasicInfo	pm02b_CharTab.jsp	privprvdchartab_wfl
111	PM02B	Private Provider - Tab 3 - Services	pm02b_PrivateProvider.jsp	divServices	BasicInfo	pm02b_ServicesTab.jsp	privprvdsrvctab_wfl
112	PM02B	Provider Service Rate	pm_ProviderServiceRate.jsp				prvdsrvcrate_wfl_r
113	PM02B	Provider's Eligible Cost	pm02b_ProviderEligibleCost.jsp				providerseligcost.g
117	PM04A	Additional Licensing Actions	pm04_AdditionalLicenseAction.jsp				adtlcns_mw_save

Field	Description	Notes
WindowIDKey	The unique ID of the window	
TopicName	The name of the WiSACWIS Topic that contains this window	Any additions also need to be reflected on the <i>Maintain Windows by Topic Information</i> window (see <i>Section VI.G.</i>).
WindowName	The name of the window	
JSPName	The name of the main JSP for the window	
TabName	The ID of the <Div> in the JSP code for the tab that contains this windows data.	Each tab on a window is considered a separate window in the Data Dictionary.
HeaderName	The ID of the <Div> in the JSP code for the header information that appears at the top of the window	
ExtraJSPName	The name of the extra JSP that contains additional code that needs to be parsed for this window	If a window requires more than one extra JSP to be parsed, the JSP names are separated by a semi-colon with no spaces before or after the semi-colon.
ePageShotName	The name of the image file that contains the sample image of the window	This data can also be maintained on the <i>Maintain Window Information</i> window (see <i>Section VI.F.</i>).

D. Copy Window Images to Folder Window

The *Copy Window Images to Folder* window is used by the Data Dictionary administrator to prepare eWiSACWIS sample window image files for the Data Dictionary. Sample images for the eWiSACWIS windows were gathered from the eWiSACWIS Web-based Training course material and from the eWiSACWIS Topic Papers. All of these images are stored in a folder. Some of these images have been associated with an eWiSACWIS window documented in the Data Dictionary. The name of the sample window image is stored in the tblWindow table and is maintained on the *VI.F. Maintain Window Information Window*. This copy process finds the name of each image file and copies the file into the specified folder.



Field/Button	Description	Notes
<Copy eImages for DD screenshots	Click this button to run the copy image file routine	
Verify eImages in Destination Folder	Click this button to ensure that all image files are in the specified folder	

XI. Appendix

A. Create a Transportable WiSACWIS Data Dictionary Process

Following is a technical description of the steps involved in creating a transportable Data Dictionary file. All of the steps are automated within the Dictionary. This description is intended to provide a behind-the-scenes view of what is occurring in the automated process.

This process is initiated by selecting the *Create a Transportable WiSACWIS Data Dictionary* menu item from the *Main Menu*. This menu item kicks off the transportable dictionary creation process. The entire process consists of the following:

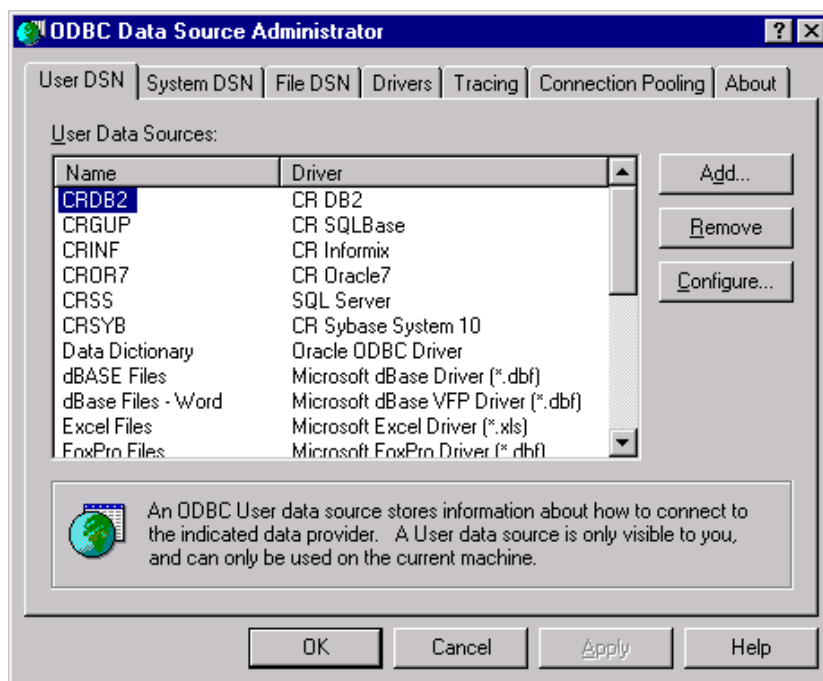
1. funcStartCreateTransportable - Verifies that the function is being executed in the Master Dictionary (not a transportable one) and opens frmCreateTransportable.
2. frmCreateTransportable - Allows the option of starting or canceling the process, determines the name of the new transportable Dictionary, creates a BAT file to copy the Master Dictionary to the new transportable Dictionary name in the \transportabledictionary subfolder, and opens the new Dictionary in another Access window and runs the macRunCreateTransportable macro.
3. macRunCreateTransportable - Opens the frmCreateTransportableRunning form in the new transportable Dictionary.
4. frmCreateTransportableRunning - Changes mouse to an hourglass, calls the funcMakeDBTransportable function, displays a messagebox when the function completes, and closes the new Dictionary file to finish the process.
5. funcMakeDBTransportable - Sets up and displays the progress meter, changes the Dictionary's AppTitle to reflect the fact that it is a transportable Dictionary, runs through the following steps, updating the progress meter along the way, to make the Dictionary transportable:
 - Delete relations hooked to the linked Oracle tables
 - Delete the Oracle table links
 - Import each of the Oracle Dictionary tables
 - Set up the primary keys and indices for each of the imported tables
 - Re-establish the relationships between the imported tables and the other Access tables
 - Delete the Create Transportable menu item from the Switchboard table so that it does not appear in the transportable Dictionary Main Menu.
 - Set an indicator so that frmCreateTransportableRunning knows to close the application.

B. ODBC Data Source Set Up Process

The windows listed in this section provide examples for setting up a computer to access the master Data Dictionary. That is, they do not apply to using the transportable Dictionary. Some of the Dictionary information is stored on six Oracle tables that are accessed through ODBC as linked tables in the Data Dictionary application. The windows below show how to set up ODBC access to those tables. Also, some of the Dictionary functions and reports require ODBC access to some of the WiSACWIS code tables. The set up window for this is also displayed below. These set up operations are only necessary for the initial use of the Dictionary.

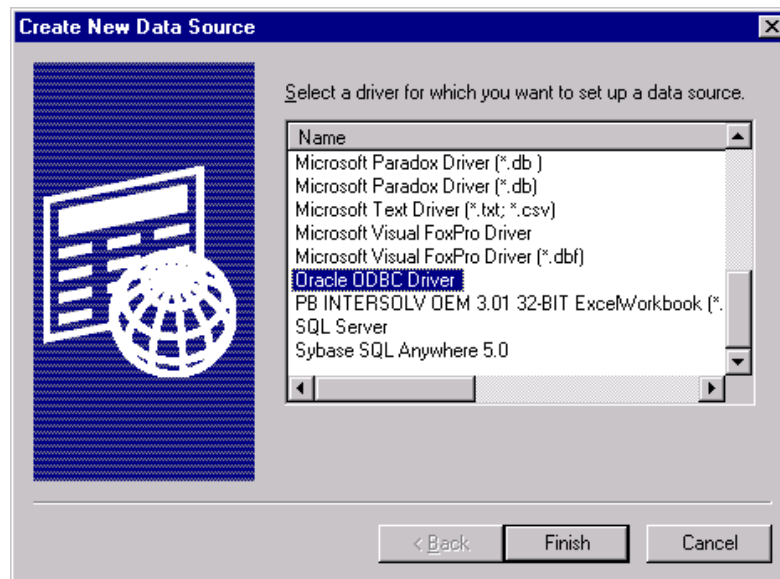
1. ODBC Data Source Administrator Window

This window is accessed by clicking the Windows Start button, selecting Settings, selecting Control Panel, and double-clicking on ODBC Data Sources. This is the starting point for setting up both ODBC access to the Oracle Dictionary tables and the WiSACWIS code tables. Click the <Add...> button to continue.



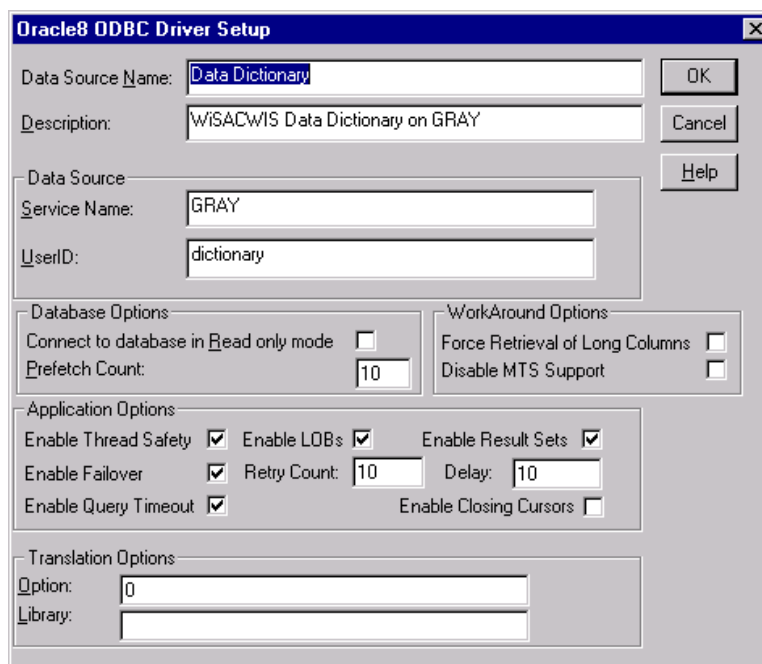
2. Create New Data Source Window

Clicking the <Add...> button on the *ODBC Data Source Administrator* window brings up this window. Select Oracle ODBC Driver and click the <Finish> button. This window is common to both the Oracle Dictionary tables and the WiSACWIS code tables set up.



3. Oracle8 ODBC Driver Setup Window – Data Dictionary

Clicking the <Finish> button on the *Create New Data Source* window brings up this window. To finish setting up ODBC access to the Oracle Dictionary tables, fill in the fields as displayed below and click the <OK> button.



4. Oracle8 ODBC Driver Setup Window – WiSACWIS Code Tables

Clicking the <Finish> button on the *Create New Data Source* window brings up this window. To finish setting up ODBC access to the WiSACWIS code tables, fill in the fields as displayed below and click the <OK> button.

Oracle8 ODBC Driver Setup

Data Source Name:

Description:

Data Source

Service Name:

UserID:

Database Options

Connect to database in Read only mode ☐

Prefetch Count:

WorkAround Options

Force Retrieval of Long Columns ☐

Disable MTS Support ☐

Application Options

Enable Thread Safety ☒ Enable LOBs ☒ Enable Result Sets ☒

Enable Failover ☒ Retry Count: Delay:

Enable Query Timeout ☒ Enable Closing Cursors ☐

Translation Options

Option:

Library: